



Job Call: 2022 EMMEDIA Particle +Wave Festival Manager

EMMEDIA is hiring a temporary Particle + Wave Media Arts Festival Manager!

Apply ASAP; open until the position is filled.

This is a contract position, starting approximately November 2021 and running until approximately March 2022. This contract will not have a fixed hourly time requirement, but compensation will be dependent on completion of tasks related to the festival. The successful candidate will work from home primarily but might occasionally be required to commute to the EMMEDIA office located at 2005 10th Ave SW. Compensation for the contract is \$5000.

EMMEDIA is an electronic media arts centre established in 1979 and incorporated as a non-profit society in 1983. Professionally managed and directed by practicing artists, the Society responds to a broad community by offering affordable access to media art production tools, services, technical and educational support, and to an array of public exhibition programs. Our commitment to the media arts crosses a range of media and disciplines: audio, video, web-based art, independent film, animation, multimedia, performance and environments.

The Particle + Wave Manager's role will be to temporarily oversee EMMEDIA's media arts festival, Particle + Wave while EMMEDIA undergoes a transitional restructuring. In particular, the successful candidate will program and implement a media arts event/festival in early 2022 (dependent on COVID guidelines) that speaks to EMMEDIA's typical Particle + Wave programming.

Job Responsibilities:

- Program and research a Particle + Wave media arts event or festival, working with EMMEDIA staff and board to meet EMMEDIA's programming mandate.
- Coordinate Particle + Wave program juries, selection committees, call for submissions and publications with input from the Programming Committee.
- Coordinate and facilitate the presentation of Particle + Wave programming. This includes the development and implementation of public relations and promotions, website information, to ensure the membership is aware of upcoming events.
- Ensure that all matters related to public presentations are taken care of. This includes artist payment, internal communication, and technical requirements, working with EMMEDIA staff.

- Ensure all Particle + Wave-related administrative tasks are accomplished, including record keeping, maintenance of applicable databases, sub-ledgers and program documentation, working with the Operations Coordinator as needed.
- Supervise EMMEDIA volunteers where applicable, and working with other EMMEDIA staff
- Coordinate with other staff and board members, assist as needed
- Monitor the programming email inbox

Qualifications:

- You have a keen understanding and appreciation of Calgary's film and media arts community
- You are knowledgeable and attuned to the media arts scene in Alberta and beyond
- You have successfully coordinated art-related events and/or you have post-secondary training in programming and event management, with 2+ years of work or lived experience
- You have some experience in social media management. Graphic design experience is considered an asset.
- You have experience working within the arts/non-profit sector
- You have the proven ability to develop strong relationships with artists, community partners, and stakeholders
- You have excellent time management skills and written and verbal communication skills

To Apply: Please submit your cover letter and resume as one document to HR@emmedia.ca, using the subject line "Particle +Wave Manager Application". Open until position is filled.

If you are interested in this role, we'd love to hear from you!

EMMEDIA is a non-profit member organization supporting media art in Calgary for the past 40 years and is an equal opportunity employer. Selections will be made without regard to gender identification, race, religion, disability, marital status, age, or national origin.

If you need assistance applying, or would like to provide an alternative application (video or verbal), or for any questions regarding the role, please reach out to HR@emmedia.ca to discuss. EMMEDIA can provide ASL assistance if required.