



## **Job Call: EMMEDIA Artistic Director**

EMMEDIA is hiring a full-time, permanent Artistic Director!

Apply by **October 31st, 2021**.

This is a permanent, full-time position, starting as soon as possible. During the COVID-19 pandemic, 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. In the future, we expect that the role will operate primarily out of the EMMEDIA office.

EMMEDIA is a non-profit artist-run organization in Calgary, Alberta, Canada that supports both the production and presentation of media arts. EMMEDIA responds to a broad community by offering affordable access to media art production tools and facilities, services, technical and educational support, an array of production programs and residencies, and a year round schedule of public exhibition programs including the PARTICLE + WAVE Media Arts Festival. Our programs strive to foster artistic dialogue and engagement through complementary activities such as artist talks and panel discussions, workshops and publications. EMMEDIA has established ongoing support from all levels of government, as well as its own self-generated revenues. Building on a proud 35 plus year history, EMMEDIA looks confidently towards a dynamic future and seeks someone to lead its Programming department.

**Job Information:** Reporting to the Board of Directors, the Artistic Director is responsible for spearheading and championing EMMEDIA's artistic vision as well as managing the execution of that vision, including hiring and managing staff as needed. This will include collaborating with other staff, the Board of Directors, and committees such as the Programming and Production committees. They are also responsible for ensuring that any and all communication needed to accomplish EMMEDIA's vision takes place. The Artistic Director will also work closely with external organizations and the Operations Director on all aspects of EMMEDIA's operations and mandate.

**Term:** Full-time position at 35 hours per week. Due to the nature of the position, the Artistic Director is expected to work some evenings and weekends due to meetings and events, with the opportunity to take time off in lieu.

**Compensation:** Salary range is \$45,000 - \$55,000 annually, commensurate with experience. Additional compensation after probation includes attractive health benefits and health spending account, 15 days of vacation annually, 10 additional paid days off during winter holiday closure (coinciding with the last two weeks of December), professional development opportunities, and equipment/facility access benefits.

## **Job Responsibilities:**

- Oversee budget usage for Production and Programming, in consultation with Operations Director and any other staff.
- Oversee regular operation of EMMEDIA's programming and production. This will involve determining EMMEDIA's structure for meeting these goals, including via hiring, managing, and delegating to staff, in consultation with the Board of Directors.
- Ensure communications and promotional materials, including publicity, are completed as needed to support EMMEDIA's operations.
- Develop partnerships with other organizations for production and programming, maintain community relationships and represent the organization professionally
- Grant seeking, writing and follow up for all aspects of the organization, in collaboration with Operations Director and any other staff. Responsible for consulting with the Board of Directors regarding grant writing as well as ensuring granting deadlines are met.
- Provide monthly reports on EMMEDIA activities to the board at each board meeting and submitted 5-7 business days ahead of time.
- Work with all staff on engaging and stewarding EMMEDIA's volunteer base.
- Be an active presence in the Calgary Media Arts community, including attending EMMEDIA events as appropriate. Represent EMMEDIA in a professional and courteous manner.
- Foster a proactive and positive environment for all members, staff and public.
- Spearhead inclusion initiatives within EMMEDIA to ensure we are an opening and welcoming space for all and are providing opportunities for groups who have been excluded from arts communities including BIPOC and queer artists, perspectives and community members.
- Lead development of EMMEDIA's short and long term goals and vision, collaborating with staff and working with the Operations Director to ensure practicality of these goals.
- Work with the Board and the Production Committee to maximize all the efforts that contribute to EMMEDIA's success.

## **Qualifications:**

- Excellent organizational, verbal, written and interpersonal communications skills. Must be able to work alone and as a team player.
- You have a keen understanding and appreciation of the media arts community.
- Experience building relationships with artists, volunteers, other arts organizations, including the development of strategic partnerships.
- Knowledge of all levels of government funders for media arts organizations.
- Experience with grant writing for arts organizations.
- Management experience or expertise, especially in an arts organization (work or life experience).
- Experience managing a budget to deliver on artistic goals, while working with operations staff.
- Excellent time and people management skills.

- Experience working as a media artist is an asset.

**To Apply: Please submit your cover letter and resume as one document to [hr@emmedia.ca](mailto:hr@emmedia.ca), using the subject line “EMMEDIA Artistic Director Application” Deadline to apply is October 31st.**

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. EMMEDIA recognizes that a diverse staff benefits and enriches the organization and arts community. We are committed to removing barriers that have been historically encountered by some people in our society. We strive to recruit individuals who will further enhance our diversity and will support their success while they are here. We encourage diverse applicants to apply; if you feel your qualifications are relevant even if they do not strictly match those stated here, we are pleased to receive your application.

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](mailto:hr@emmedia.ca) to discuss. EMMEDIA can provide ASL assistance if required.