

# EXPOSURE

ALBERTA'S PHOTOGRAPHY FESTIVAL

## **JOB OPPORTUNITY: EXPOSURE FESTIVAL MANAGER**

The Exposure Photography Festival is seeking a Festival Manager for its annual celebration of photography held during the month of February.

In addition to the key competencies of self-motivation, ability to anticipate challenges, effective project management, superb communication and interpersonal skills, and fiscal accountability, the manager is someone who:

- Has a keen interest in photography.
- Is a clear communicator, both in person and in writing.
- Is highly organized, with excellent time management skills.
- Is a confident problem-solver, including under pressure.
- Can work with diverse groups of people.
- Has strong marketing and media relations experience.
- Is comfortable with sales and dealing with receivables.
- Independently adheres to deadlines.
- Is able to work both independently and in close collaboration on tasks.

## **ABOUT EXPOSURE**

Exposure plays a pivotal role in arts programming in photography in the city of Calgary and throughout Alberta. The annual Exposure Photography Festival presents exhibitions that showcase photographic work by internationally renowned practitioners, alongside emerging and established talent from Alberta.

Established in 2004, the Calgary/Banff Photography Festival Society (CBPFS) , is a registered non-profit run by an enthusiastic Board of Directors devoted to photography. The CBPFS produces the annual Exposure Photography Festival.

## **JOB INFORMATION**

Reporting to the Board of Directors and President, the Festival Manager is responsible for the planning and successful delivery of the festival program while managing Exposure's community relations, marketing and communications, reporting and documentation, grant writing and fundraising.

## **MAJOR DUTIES INCLUDE:**

### **Programming**

- Plan the call for submissions, prepare and deliver festival exhibitions and events.
- Manage all exhibition printing, production and installation
- Maintain, support, and regularly communicate with Exposure's key partners

### **Marketing & Communications**

- Prepare and coordinate public relations communications, including press releases, outreach communication and press tours for Exposure and its programs.
- Manage, maintain, and develop content for Exposure's website and social media platforms.
- Answer enquiries and schedule interviews with the press.

**Reporting & Documentation**

- Manage the organization's Operating Grant Reports and new applications.
- Develop the annual Festival Report to the Community.
- Prepare Financial Reporting information for Operating Grant reports and new applications.

**Grant Writing & Fundraising**

- Actively research and identify new funding opportunities.
- Prepare and write new grant applications with support from the Board of Directors.

**Deadline:** April 30 or until the position is filled

**Opportunity:** 12-month contract, full-time September-March, part-time April-August. Possible extension upon successful completion of term.

**Compensation:** \$34,900-\$44,900 (GST inclusive), salary commensurate with experience

**Start:** As soon as possible.

**TO APPLY**

Interested candidates are invited to submit a cover letter and resume to Jennifer Kapala, Board Director, at [jenniferakapala@gmail.com](mailto:jenniferakapala@gmail.com) . Candidates selected for interviews will be notified.

Exposure is committed to diversity, equity, inclusion and belonging. We encourage applications from traditionally underrepresented and marginalized communities. Accommodations are available during the hiring process, upon request. Please note, this is a hybrid position.

**For more information about Exposure go to [www.exposurephotofestival.com](http://www.exposurephotofestival.com).**