



**Program / Outreach Coordinator Job Call
Charles Street Video 76 Geary Ave, Toronto, ON**

Application Deadline: Monday, May 6, 2024

Charles Street Video (CSV) is a non-profit, membership-based artist centre located in downtown Toronto. Our mandate is to provide media artists with opportunities for production and to foster an environment for the advancement of media arts practices, experimentation and the creation of community.

CSV rents editing stations and production gear. We host resident-artists, provide workshops and equipment orientations, and co-host many youth development projects, among other activities. Ours is a busy, active center for making and exhibiting media art work. We are looking for a Program/ Outreach Coordinator to join our team and help to facilitate, administer and increase visibility and participation in our many program initiatives.

Responsibilities

The Program/ Outreach Coordinator reports directly to the Operations and General Managers and will assume the leadership and responsibility for:

- Overseeing coordination of innovative, quarterly workshop series with support of other staff members, including registrant tracking, scheduling, instructor engagement, contract development and tracking, and workshop promotion;
- coordinating sustainable community projects and education initiatives with a diverse range of existing and new community and institutional partners;
- working with CSV staff to ensure artists-in-residence (AIR) have a positive and productive experience and are provided with the technical resources and support agreed to in their AIR contracts;
- developing, maintaining and expanding CSV's network of community partners, audiences and program participants with support of other staff members through meetings, social media and programming collaborations;
- coordinating CSV's Maker Space and Media Arts Production Grant selection processes and communications with applicants; working with the managers to develop and maintain policies to ensure a transparent and fair selection process for these programs. Ensure CSV conflict-of-interest policies are adhered to when undertaking selection processes;

- assisting with the day-to-day administration of programs including financial budgeting and tracking, creation and tracking of AIR contracts, working with bookkeeper to ensure AIR invoicing is done properly, promotion and outreach for all programs and administration of all program application processes, communications and reporting to staff/ board regarding all past and active programmes;
- general duties include: mobile equipment rental assistance, grant-writing support, membership interviews, and content creation for social media and the CSV website.

Qualifications

Our ideal candidate will possess:

- Experience in community development; experience in facilitating arts programs with diverse learners and participants;
- ability to work with organizations and individuals to determine needs and deliver services;
- knowledge and experience in digital video-making processes and workflows, new media and new technologies, from conception to completion;
- experience with coordinating and mounting media art exhibitions;
- strong interest and understanding of a range of contemporary, time-based media art practices; ability to work with diverse groups and ability levels toward the production of media art;
- excellent written and verbal communications skills; experience in social media strategy development and implementation;
- proven budgeting and financial management experience; ability to effectively collaborate with staff and external contractors; forward-thinking project management, time management, and organizational skills.

Charles Street Video is committed to equitable hiring practices and encourages individuals from traditionally marginalized communities to apply for this position. Among others, we invite BIPOC and members of ethnic minorities, women, LGBTQIA2S+ people, and newcomer-Canadians.

This is a permanent, part-time, unionized position, with a health-benefits program.

Application Deadline: Pay Range from \$24.36 - \$25.66/ hr. (depending on experience); 14 hours-per-week at our 76 Geary location (Wednesday, Thursday or Friday). Please note that while we endeavor to consider as many applicants as possible, only those invited to an interview will necessarily be contacted. Please fill out the on-line form and upload a CV and cover letter here: [Online Submission form](#)

Note: Emailed, mailed or hand delivered submissions will not be accepted.

