

**Programming Coordinator
Charles Street Video
32 Lisgar St.
Toronto, ON**

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 centre for making media art work, however you may conceive of it! We are looking for a program coordinator to join our team and help to conceive, facilitate and administer our many program initiatives.

Responsibilities

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

- Co-ordinating innovative, semi-annual workshop series, including registrant tracking, scheduling, instructor engagement, contract development and tracking and workshop promotion;
- designing unique, sustainable community projects and education initiatives with a diverse range of community and institutional partners;
- developing, maintaining and expanding a network of community partners through meetings, social media and programming;
- facilitating access to the CSV's production, post-production facilities and workshop space, including some technical and editorial support;
- supporting the successful completion of videos for exhibitions within the media arts community;
- curating screenings and public presentations of work generated through both the community projects program and general membership, and including CSV Maker Space and Production Fund programs, as well as CSV events;
- assisting with the day-to-day administration of programs, policies and operations, including mobile equipment assistance, grant writing support, membership interviews, and content creation for social media and the CSV website.

QUALIFICATIONS

As our ideal candidate, you possess:

- Experience in community development through media arts;
- experience in facilitating arts programs with diverse learners and participants;
- ability to work with organizations and individuals to determine needs and deliver services;
- strong knowledge and experience in digital video-making processes and workflows, new media and new technologies, from conception to completion,;

- strong interest in 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;
- demonstrable experience in social media strategy development and implementation;
- proven budgeting and financial management experience;
- ability to effectively delegate and supervise 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 aboriginal people, people of colour and members of ethnic minorities, women, LGBTQ people, and newcomer-Canadians.

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

Please send a resume and cover letter to: greg@charlesstreetvideo.com

Application Deadline: Monday, November 5th, 12am

Pay Rate: between \$21.42 and \$22.56 (depending on experience)

Hours/Week: 14 hours per week (Wednesday, Thursday or Friday)

Job Start Dates: December 3rd, 2018