



Calgary Society of
Independent Filmmakers

T: 403.205.4747

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info@csif.org

www.csif.org

Summer Employment Opportunity: **Outreach Coordinator**

The Calgary Society of Independent Filmmakers (CSIF) is currently seeking applicants for the position of **Outreach Coordinator**
Contract 14 Weeks (35-hrs/week) position, \$14/hour

The CSIF is looking for a self-motivated person who enjoys working in a collaborative environment and is interested in filmmaking. This is an excellent employment opportunity for someone interested in a future career in the non-profit arts sector.

The Duties of the coordinator will include:

- **Program Development:** Organize and run a Youth Media Arts summer camp; Create outreach opportunities for Youth and for Aboriginal communities in the media arts by developing an outreach program focusing on the programming of technical workshops and the exhibition of independent Canadian media artwork. This position will require a final report of the Coordinator's activities with recommendations for future activities.
- **Community Outreach:** The Outreach Program will focus on developing and implementing programs & programming for both Youth and for Aboriginal communities so making linkages with these communities will be an essential element of this position.
- **Database Management:** Assist the staff with the maintenance of a database of outreach contacts. These contacts will be useful in maintaining relationships with these groups, as well as for future outreach programming.
- **Fundraising and Sponsorship:** Assist the Senior Staff with writing programming grants and developing relationships with potential sponsors and donors to support the outreach program.
- **Public Relations and Marketing:** Coordinate CSIF programming publicity and ensure that public service announcements and press releases related to the program are sent out in a timely fashion.
- **Office Administration:** Assist in the day-to-day operations of the CSIF office by answering phones, general reception, event planning and member-services.

Address:

J2, 2711 Battleford Avenue SW
Calgary, Alberta, Canada T3E 7L4





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The Outreach Coordinator will gain valuable skills including: office experience collaborating in an active non-profit arts organization, networking skills, programming experience, multi-cultural skills, media relations, project management, fundraising expertise, public relations, and financial management skills.

This position will begin May 26, 2008 and end August 29, 2008 (14 weeks).

The successful candidate for this position will be interested in First Nations culture and history and in Youth programming. He or she has prior experience with computers, be familiar with word processing and database programs and have experience or a strong interest in the media arts. The candidate will be interested in cross-cultural relations and possess excellent research and communication skills. **Applicants for this position must be enrolled in a post-secondary institution and be planning to return to school in the fall. They must also be between the ages of 18 – 30.**

Applicants are requested to provide a cover letter and resume. Applications will be accepted until May 16, 2008 and can be mailed to: Summer Hiring Committee; CSIF, Bldg. J2, 2711 Battleford Ave. SW; Calgary, Alberta, T3E 7L4. No faxed or e-mailed applications and no late applications.

Established in Oct. 1978, The Calgary Society of Independent Filmmakers (CSIF) is a member-driven media arts cooperative that encourages and supports the production and exhibition of independent film. The CSIF is an equal opportunity employer. All applicants will be given the same consideration for the position based upon their qualifications. The CSIF maintains a safe work place. A safety orientation on the first working day is mandatory.

CSIF is grateful for the involvement of its members, the network of artist-run cooperatives throughout Canada and for the financial assistance of its funders: The Canada Council for the Arts; The National Film Board; The Alberta Foundation for the Arts; Calgary Arts Development. This position was made possible by funding by the Human Resources Development's Canada Summer Jobs initiative.

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