

Employment Opportunity

Centre for Art Tapes, Halifax, Nova Scotia

Position: Programming Coordinator

Terms: Position commences October 2009

30 hours/week including health and dental benefits

Salary Range: \$11.00 - \$12.00/hr commensurate with experience

Application Deadline September 4, 2009

The Centre for Art Tapes has been active in Halifax for thirty years. In that time it has been able to fill many essential cultural needs for the media arts community. Since its formation as a not-for-profit artist-run society for the presentation of media art, the organization has grown into an indispensable resource for a broad range of people. We provide the membership and the general public with opportunities to experience innovative media-arts exhibitions, and we support independent artists through annual programs, educational initiatives, and by offering general access to facilities and equipment. Our membership of over 130 people use the Centre to create independent media artwork on a year round basis.

The Programming Coordinator assists the Programming Director and General Manager of the Centre for Art Tapes. The successful applicant will have excellent organizational, verbal, and written skills. The Coordinator will be expected to work in a shared work environment with technical staff, members of committees, and individuals using the Centre.

Applicants must have completed a related post-secondary program and be active within the media arts community.

Responsibilities:

The Programming Coordinator

- is responsible for e-mail, phone and in-person communication with the membership, media, and general public.
- coordinates annual newsletter
- is responsible for regular information updates and related responsibilities.
- maintains and updates the CFAT website.
- assists in general day-to-day office duties.

- assists with the administration of the Annual New Media Scholarship Program, Local Artist Residency Program and other outreach activities.
- prepares information for promotional materials such as invitations, press releases, and posters, and remains in contact with designers and print distributors.
- coordinates and assists in the installation and striking of exhibitions, screenings, and events.
- assists with publications preparation.
- organizes receptions.
- organizes technical assistance and volunteers for exhibitions, screenings and events.
- arranges the packaging and shipping of tapes and exhibition materials.

Please submit CV, three references and cover letter by email as a PDF or by post to the Centre For Art Tapes by **5 p.m. Friday, September 4, 2009**.

Email to: cfat.operations@ns.sympatico.ca

Mail to:
Personnel Committee
Centre for Art Tapes
5600 Sackville Street, Room 207
P.O. Box 36059
Halifax, Nova Scotia
B3J 1L2

Please visit our website at: www.centreforarttapes.ca for more information about the Centre. Any inquiries may be emailed to: cfat.operations@ns.sympatico.ca

We thank all applicants for their interest; however, only those selected for an interview will be contacted.