

CALL: EXECUTIVE DIRECTOR, CENTRE FOR ART TAPES

The Centre for Art Tapes (CFAT) is a non-profit artist-run centre founded in 1979 that facilitates and supports artists at all levels of their careers working with electronic media such as video, audio, and new media installation. The Centre provides services to a diverse membership, and the general public, including production facilities, exhibitions and screenings, as well as programs that provide comprehensive technical training and residency opportunities to professional media artists.

The Centre provides a creative environment enabling individuals as well as groups to pursue independent work at the highest levels of artistic practice. The Centre ensures that independent artists and members of the community have access to a broad range of production facilities, as well as training and mentoring programs. Through exhibition and screening programming we enrich the public's cultural experience of the media arts and this has a reciprocal effect on the development of our production, training, and outreach activities.

Since 2005 the Centre has stimulated the production, research and presentation of new works through three areas: *Annual Programs, Exhibitions and Production Resources*. There are five established Annual Programs: The Local Artist-in-Residence Program, The Visiting Artist's Program, The Media Arts Scholarship Program, The New Media and Electronics Lab, and The Video to Go Program. There is an on-going commitment to Exhibitions and Presentations developed through our Annual Programming Grant that consists of approximately twenty presentations, exhibitions and guest curatorial projects per year; and the Centre preserves work in our archive and showcases productions through the *MediaTrain*. The Executive Director will maintain these eight areas of activity to support a wide range of media artists who work in different genres.

Responsibilities of the Executive Director

Reporting to the Board of Directors, the ED provides vision and direction for the Centre's long and short-term goals, and oversees all administrative and financial operations of the Centre including:

- Managing the Centre for Art Tapes' Programs and Facilities; finances; grant writing; fundraising; coordinating Programming and Production staff.
- Functioning as a liaison to the Board of Directors, primarily through monthly Board meetings and participation on the Personnel and Finance committees.
- Administering the payroll, operating budgets, accounts payable, accounts receivable, investments, and staff health plan.
- Supervising staff and interns.
- Developing Residency and Training Programs, Membership and Technical policies with committee input and Exhibition and Screening initiatives with the programming staff.

- Representing CFAT to other organizations and the public. In consultation with the Board of Directors, the Executive Director may develop partnerships between CFAT and the other organizations.

Required Qualifications

The successful candidate will have at least 3 years experience:

- Developing and managing budgets
- Writing successful proposals and grants
- Managing staff and interns
- Developing professional relationships
- Developing arts-related programs
- Working with a Board of Directors
- Working in the contemporary art world, preferably in the media arts
- Working in an electronic environment

Educational Qualifications

- Degree or Diploma in a related field

Assets

- Understanding of Board Governance for non-profit charitable organisations
- Experience working with diverse constituencies
- Bilingual English / French

This is a permanent full-time position.

Annual Salary range: \$30,000-\$35,000 commensurate with experience.

Start Date July 1, 2009.

Please submit cv and cover letter by e mail as a PDF or by post.

Received by 5pm, May 4, 2009.

Mail to:

Hiring Committee

Centre for Art Tapes

5600 Sackville Street, Suite 207

Halifax, Nova Scotia

B3J 1L2

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

Any inquiries may be emailed to the Hiring Committee:

cfat.operations@ns.sympatico.ca

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