

## **CALL: PROGRAMMING MANAGER, 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.

The Centre stimulates the production, research and presentation of new works through three areas: Annual Programs, Exhibitions, and Production Resources. There are four established Annual Programs: the Local Artist-in-Residence Program, the Visiting Artists Program, the Media Arts Scholarship Program, and the New Media and Electronics Lab. Our on-going commitment to Exhibitions and Presentations, developed through our Annual Programming Grant, consists of approximately twenty presentations, exhibitions and guest curatorial projects per year. The Centre preserves work in our archive and showcases productions through the MediaTrain. The Programming Manager will oversee Exhibitions and Presentations, as well as the Visiting Artists Program.

### **Responsibilities of the Programming Manager**

Reporting to the Board of Directors, the Programming Manager provides vision and direction for the Centre's long and short-term exhibition and presentation goals, and oversees the administrative and financial aspects of programming.

- The Programming Manager must have a minimum of three years experience writing grants to fund public organizations and programs.
- The Programming Manager oversees the development, curation, and execution of the Centre for Art Tapes exhibitions, screenings, publications, tours, and other events, in consultation with the Programming Committee.
- The Programming Manager is responsible for raising funds for programming events, developing and managing the programming budget, and cultivating partnerships with other presenting organizations.
- The Programming Manager is the primary liaison for curators, other exhibition venues, and artists.
- The Programming Manager is responsible for supervising other programming personnel and volunteers.

- The Programming Manager is responsible for consulting with the General Manager to meet short-term and long-term objectives for the Centre's programming growth. Objectives include developing programming of works that possess artistic merit at the national and international level.

### **Required Qualifications**

The successful candidate will have at least 3 years experience:

- Curation and program development experience in a broad range of video, audio and new media practices
- Writing successful proposals and grants
- Developing and managing budgets
- Managing staff and volunteers
- Developing collaborative projects with other organizations.
- Working with volunteer committees
- Working in an electronic environment

### **Educational Qualifications**

- Degree or Diploma in a related field

### **Assets**

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

This is a permanent 80% position.

Annual salary range: \$26,000-\$28,000 commensurate with experience.

Start date July 19, 2010.

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

Received by 5 p.m. June 11, 2010.

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

Mail to:  
Hiring Committee  
Centre for Art Tapes  
5600 Sackville Street, Suite 207  
Halifax, Nova Scotia  
B3J 1L2

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.