

Program Producer (Screening)

Employment Period: January 2017 – October 2017

Festival Period: 1 – 10 September 2017 with satellite events

Work hours: Flexible hours with a minimum commitment of 7.5 hours a week.

Increasing hours from June 2017 and reduced hours after festival period

Salary: Honorarium will be offered at the time of commitment, however it is dependent on funding outcomes.

Location: The Substation (1 Market St, Newport), ACMI and flexible location

Reports to: Artistic Directors, General Manager

Works with: Channels team, artists, Selection Panel and ACMI Staff

Manage: Channels volunteers

POSITION SUMMARY:

The **Program Producer (Screening)** manages the delivery of Channels' flagship cinema screening 'Video Visions' at Australian Centre for Moving Image, in September 2017. With over 400 submissions in 2015, this role is essential to Channels as it is a key program in the festival. Channels is a small but ambitious cultural organisation where we aim to support early to mid-career artists and arts workers.

The Program Producer (Screening) will be responsible for managing submissions, artist liaison, and the smooth delivery of the event. We are looking for an excellent communicator and project manager, ideally with in-depth knowledge of video production and/or festival experience.

We are seeking someone who is interested in being a part of a small but ambitious team at Channels, someone who is community-minded and passionate about supporting independent arts collective and emerging artists.

Channels would like to strongly encourage First Nations applicants and applicants from culturally and linguistically diverse (CALD) backgrounds to apply. If you would like further assistance with your application please feel free to contact us.

WHO WE ARE LOOKING FOR:

- Excellent project management skills
- Works well independently and contribute to a small team of passionate arts professionals and artists
- Passionate about contemporary moving image, media arts and screen culture
- Reliable, open-minded and organised
- Flexible work hours and can commit to regular meetings
- Can expand on and strengthen Channels current networks
- Prior experience working within an independent festival context is highly desirable

KEY RESPONSIBILITIES:

- Delivery: Working with the General Manager establish Video Visions submission portal and assist where required. Manage logistics for bump in/out, work closely with venue partner to ensure quality delivery
- Artist Liaison: work closely with artist(s) and/or curator(s) to deliver the screening program
- Contribute to an organisational culture that is supportive of emerging artists and arts workers, and a respectful, culturally diverse environment.
- Site Management: assist opening night and events, manage volunteers on site, maintain a good relationship with venue
- Marketing: work with artists/curators to ensure on-time delivery of marketing collateral for screening program
- Fees and Administration: Under the supervision of the General Manager, coordinate submission fees / artist invoicing / artist fees
- Reporting: Provide regular updates to Artistic Directors and General Manager. As directed, gather and collate statistics during submission process.

KEY SELECTION CRITERIA:

- Works well within a team, and independently:
Flexible to work independently and on-site at Channels Office at The Substation, Newport.
- Excellent project management skills:
Excellent time and project management skills that will oversee the delivery of Video Visions from submissions, selections to screening. Manage a team of volunteers and works well with event staff.

- Strong administrative and communications skills:
Experienced in Microsoft Office and other project management tools alongside with Google Drive, Google Form, DropBox, and other cloud-based co-working softwares. Excellent communications skills that will assist the Marketing Manager in all collaterals in relation to the Screening Program.
- In-depth knowledge of video production:
Proficiency in video production and editing softwares Final Cut Pro and/or Adobe Premiere Pro essential. Understanding of film format (DCP) highly desirable
- Contribute to an organisational culture that is supportive of emerging artists and arts workers, and a respectful, culturally diverse environment
- Previous experience in festival work, video production, independent arts projects highly desirable.

APPLICATION

Please send us a cover letter addressing the Key Selection Criteria (1 page maximum) and your CV to hello@channelsfestival.net.au

APPLICATION DEADLINE: 16 December 2016, 5pm

Shortlisted applicants will be asked to attend interviews in the week of 2nd January 2017.

For more information, please contact us at hello@channelsfestival.net.au