

The Calgary Society of Independent Filmmakers (CSIF) is seeking applications for the position of Operations Coordinator.

Application Deadline: **September 1 at 12pm (noon).**

The Coordinator will be responsible for the following major duties:

Overseeing the daily operations of the organization including accounting and financial operations; grant writing and reporting; maintaining membership records; researching and implementing fundraising and sponsorship opportunities and alternative revenue sources; representing CSIF interests with other member organizations.

Requirements:

The Operations Coordinator acts with the mandate of the Calgary Society of Independent Filmmakers to administer the operations of the society. Applicants must have strong administrative skills including bookkeeping/accounting, budgeting, strong oral and written communication skills with a proven record of successful grant writing. Applicants must be able to work independently as well as a part of a team. Knowledge of the Canadian media arts, filmmaking and/or artist-run centres would be an asset.

Responsibilities:

- Setting financial priorities; developing and overseeing short and long-term operational planning for the organization in collaboration with the Production, Programming and Communications Coordinators, Committees and the Board of Directors
- Managing all financial activity, including bookkeeping, banking, and preparing regular financial reports for the Board of Directors
- Overseeing the operational management of the society, including negotiating and managing contracts
- Developing short and long-term strategies to meet fundraising targets and seek out new avenues of revenue
- Researching, writing and coordinating operational, special project and employment grant applications (governmental, foundational, corporate, and private)
- Coordination and administration of fundraising events
- Attending all Board of Director and Committee meetings as required
- Flexibility to work evenings and weekends as required for screenings and special events

The position is permanent, full-time (35 hrs / week) with a starting annual salary of \$35,000 – \$40,000 depending on experience. There is an expectation that incumbents will be available to work on Saturdays, and will attend and support events held outside of regular business hours as needed. Health benefits are a possibility to be discussed with the successful applicant.

As CSIF evolves to meet changing needs, so will the roles required of its staff. Accordingly, applicants should be aware that this document might not necessarily represent the full role that the occupant will perform in the long term. This document is intended to provide an overview of the incumbent's role at the date of advertisement.



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(403) 205 4747
www.csif.org
www.100dollarfilmfestival.org

All applications must include a cover letter, a current resume, writing sample and three letters of reference.

Applications will be accepted until September 1 at 12pm. They can be delivered to the CSIF at Building J2, (Currie Barracks) during open hours of 10 am – 5 pm, Tuesday - Saturday, or mailed to J2, 2711 Battleford Ave. SW, Calgary, Alberta, T3E 7L4. Faxed or e-mailed applications will not be accepted. Late applications will not be accepted.

The CSIF is an equal opportunity employer. Selections will be made without regard to race, religion, sex, disability, marital status, age, or national origin.



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