

**MOUNTAIN STANDARD TIME PERFORMATIVE ART FESTIVAL
CALL FOR APPLICATIONS: PRODUCTION DIRECTOR
PRIORITY DEADLINE: MIDNIGHT ON JUNE 30, 2017**

Mountain Standard Time Performative Art Festival (M:ST) is now accepting applications for the position of Production Director. The priority application deadline is June 30th, 2017. However, applications will be accepted until the position is filled.

JOB SUMMARY

The Production Director oversees the operations and programming of M:ST Festival, including grant writing and budgeting, bookkeeping, liaising with board and committees, maintaining and facilitating relationships with partner organizations, volunteer coordination, and contract staff management. In collaboration with the Artistic Director, the Production Director will oversee program coordination, research, and logistics for both interim festival and biannual festival programming. During festival years (October 2018, 2020, etc.) the Production Director will receive support from one or more contract festival staff.

ORGANIZATIONAL STATUS

M:ST's main activity is the organization and presentation of a biennial performative art festival. This Festival is a collaborative endeavour between several Southern Alberta arts organizations. This collaborative structure allows the Festival to represent each organization's mandate and audience, while providing opportunities for cross-disciplinary and inter-organizational exchange. The result is a unique participatory context, where artists and audience experience contemporary performative work outside of more traditional festival or gallery models.

M:ST is committed to presenting performative works from a variety of disciplines that reflect current issues and practices in contemporary art. Through exhibitions, performances, and events, M:ST fosters the development of performative art practices among local, national, and international artistic communities. M:ST's role in presenting professional, high quality cultural experiences continues to grow, increasing opportunities for education and critical discourse surrounding contemporary performative practices.

WORK PERFORMED

Work with the Artistic Director to prepare grants for federal, provincial, and municipal granting programs for the programming, operations, and staffing of the organization; prepare final reports for granting agencies; and ensure that all agencies and sponsors are properly acknowledged. The Production Director is the first point of contact with granting agents, governmental bodies, and society associations.

In concert with the Treasurer and Finance Committee, the Production Director oversees all financial aspects of the organization and prepares regular financial reports for the Board of Directors. Financial responsibilities include bookkeeping, monthly reconciliations, preparing annual budgets, and annually working with the Accountant to draft year-end financial statements.

Work with the Artistic Director, the Board of Directors, and Programming Committee to select, administer, and implement M:ST programs as required. The Production Director is also encouraged to engage in independent research related to performance art.

Act as a representative of the Festival within Southern Alberta, liaise with partner organizations, post-secondary institutions, administrators, staff, and artists from diverse performance, visual, and media arts organizations.

Establish and maintain sound administrative procedures and maintain an organizational structure that accommodates organizations participating in the biannual festival.

Maintain a well-organized office and filing system with accurate and accessible records.

Work with the Board of Directors to maintain and write M:ST Policy and Procedures.

Maintain and make updates to the M:ST website as needed.

Secure community, corporate, and private sponsorships for the programming, operations, and staffing of the festival in collaboration with the Artistic Director and contract festival staff.

Communicate with M:ST's membership through our website, newsletters, online notice boards, and social media. Maintain up to date membership database.

In collaboration with the Artistic Director, participate in hiring and management of contract staff, interns, and volunteers.

BOARD OF DIRECTORS

Attend Board meetings, vision meetings, committee meetings, and workshops as required.

Attend occasional meetings with the President, HR Committee, and/or Treasurer, as required.

Provide the Board of Directors with accurate and timely monthly reports concerning M:ST activities particularly with regard to administration and operations.

Assist committees established by the Board of Directors where possible.

SKILLS & QUALIFICATIONS OF A PREFERRED CANDIDATE

A minimum of a Bachelors of Fine Arts, Arts, Curatorial Studies or equivalent practical experience in the fields of fine art, art administration, heritage, or cultural work.

Strong leadership, communication, and organizational skills in order to effectively coordinate with granting agencies, governmental bodies, festival partners, and presenters during biennial festival years.

Thorough understanding of contemporary performance art, artist-run culture, and inclusionary practices.

Experience with budget management.

Skills in the areas of design and social media considered an asset.

The M:ST Performative Art Festival hires on the basis of merit and is strongly committed to equity and diversity within its community. We especially welcome applications from visible minority group members, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities. All qualified candidates are encouraged to apply; however applicants who are permanent residents of Canada will be given priority.

SALARY

The Production Director receives an annual salary of \$30,000.00 based on a F/T 30-hour workweek during festival years and a \$15,000.00 based on a P/T 15-hour workweek during interim years. Salary increase is expected following a probation period.

HOW TO APPLY

Send a cover letter and CV addressed to the Hiring Committee at info@mstfestival.org