



## Job Posting: Event and Documentation Associate

**Job Title:** Event and Documentation Associate

**Application Deadline:** June 10, 2018

**Hours per week:** 30

**Rate of pay:** \$14/hr

**Start Date:** July 9, 2018

**End Date:** August 24, 2018

**Number of positions available:** 3 summer student positions

Art Starts inspires long-term social change in Toronto's under-served neighbourhoods. We use the arts to engage residents, collectively work to overcome challenges, and create a shared sense of identity. Our collaborative approach to art-making celebrates communities, nurtures resiliency, cultivates life skills and inspires personal growth.

Established in 1992, Art Starts is recognized as one of Toronto's leading community arts organizations. The Toronto Arts Foundation recognized Art Starts with its 2013 Arts for Youth Award.

Art Starts is hiring 3 Event Documentation Associates who will document all of our summer arts programs across the city through photography and video. This is an exciting opportunity to be part of a strong organization and team, and to witness the magic that happens when professional artists collaborate with neighbourhoods on community-building arts projects. We are seeking enthusiastic individuals with a passion for telling a good story, a love for detail, and team players who can tackle a job and get it done.

**Position Summary:** The Event Documentation Associate will oversee the documentation of all Art Starts summer programming and events through photography and video. Through the creation of photographic archives and video shorts, the associates will help Art Starts communicate the incredible stories of artists and communities working together across Toronto.

**Reports to:** Special Projects Manager

### DUTIES AND RESPONSIBILITIES:

#### Photo/Video Documentation

- Produce and edit video shorts documenting Art Starts' summer programs and events
- Document program activities through high quality photographs
- Collects b-roll footage of programs as well as interviews
- Transport, set-up, and operates various production equipment including cameras, audio and



video recorders, lighting equipment, props and microphones for location production

### **Coordination**

- Sustain and guide creative process
- Schedule photo and video shoots in Art Starts neighbourhoods across the city
- Coordinate the sharing of photo and video documentation with program participants & their families

### **Communications**

- Develop interview questions and record interviews with program participants and staff

### **QUALIFICATIONS:**

- Some post-secondary education preferred
- Ability to tell engaging, thoughtful and concise stories under minimal supervision
- Demonstrated experience with photography and/or video production
- Competency in the use of video and/or photo editing software (e.g. Premiere, Final Cut Pro, Photoshop, After Effects, Motion, Light Room)
- Prior experience working in a community context is an asset
- An understanding and appreciation for the role of the arts in community building
- Ability to work independently and manage a variety of tasks concurrently
- Dedicated, enthusiastic & responsible with superior organizational skills and detail orientation
- Strong interpersonal and communications (verbal and written) skills
- Strong team player
- Independent access to video editing software is a plus
- Candidate must be available to do occasional evening and weekend work and work flexible hours.
- Applicants must be between the ages of 15-30 years at the start of employment, have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the Fall

Interested applicants should send their resume, cover letter and demo reel and/or links to their portfolio to: [hr@artstartsto.com](mailto:hr@artstartsto.com) by **Sunday, June 10th**.

Interviews will take place the week of June 18th.

*Thank you for your interest in this position.*

*We regret that only those applicants to be interviewed will be contacted.*

***No phone calls please.***