

NEW FORMS MEDIA SOCIETY

210-128 W Hastings St

Vancouver, BC

info@newformsfestival.com

Job Opening: Project Manager

New Forms is looking for a Project Manager to coordinate the administration and special project management leading up to the 2022 New Forms Festival.

The project manager will work closely with the Executive Director and other staff. Core areas of responsibility will include meeting coordination between directors and board, production management, administrative and financial tracking, along with writing and editing support for public and internal communications.

The special project tasks on developing a systems for volunteer and community engagement coordination and overseeing the management of volunteers. This role will adapt through the 2022 season through festival completion.

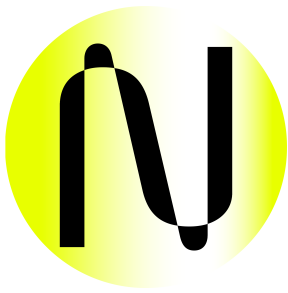
Details

This is a part-time contract role with an average time commitment of 8-10 hours per week (32-40 hours per month) leading up to the festival, and a maximum of 24 hours per week during event production weeks. The role will be compensated between 28-30 \$/hr, depending on experience. The term for this contract role is July 28, 2022 - December 30, 2022.

Responsibilities

Administration for Board & Staff

- Coordinate calendars and meetings for NFMS board and staff.
- Maintain of internal documents related to curatorial programs and board program development.
- Administer issuing of cheques and financial documents to pay artists and vendors, including bi-weekly bank visits, mailings, and electronic distribution.
- Draft and circulate visa letters and other similar work documents for staff and artists.



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Production Management

- Obtain and track quotes from vendors and contractors.
- Schedule and coordinate production event load-in and load-out.
- Support with obtaining required event permits.

Communications, Research & Writing

- Assist with drafting and reviewing written materials for public communications and grant management.
- Manage general email and social media inquiries and liaise directors and festival staff when needed.
- Assist with internal and community-facing communications

Special Projects

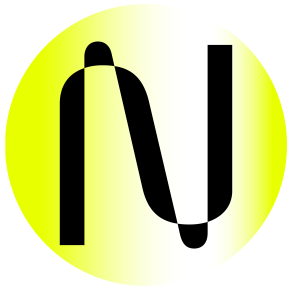
- Create and oversee administrative processes for planning and executing volunteer and community engagement programs.
- Manage intake and scheduling of local partner and community involvement surveys and consultations.

Qualifications

- Education, work experience or interest related to cultural administration, events management, and leadership.
- Experience (volunteer or paid) or interest in working with arts-focused non-profits.
- Hands-on experience with stage production and management is an asset.
- Strong connection to and awareness of the media arts, electronic music, experimental, and queer communities.
- Experience with anti-oppressive practices and frameworks is an asset.

Skills & Abilities:

- Excellent written and oral communication skills.
- Fluency in Google Docs, Google Sheets, WordPress, and social media platforms.
- Ability to work independently and take initiative.
- A driver's license is an asset, but not required.



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Application Details

New Forms has been created by a diverse community and strives to create a healthy and welcoming environment for people of all backgrounds. We actively encourage applications from people from marginalized communities for this role.

To apply for the role, please reach out to info@newformsfestival.com with your resume and statement of interest **by Friday, July 22, 2022.**