



## **The Images Festival is seeking applications for an Print Production Coordinator**

North America's largest exhibitor of independent and experimental moving image culture is currently seeking a **Print Production Coordinator**. The person in this position will work in a collaborative environment to plan and execute a successful 2018 festival involving multiple exhibition sites and events, and public, corporate and community partners. Images is a dynamic workplace and annual forum for excellence and innovation in contemporary media art.

**The Images Festival**, based in Toronto and in its 30th year, features artist-made Canadian and international film and video and related new, installations and live performances. This 8-day festival combines theatrical screenings with gallery-based media art installations, live performances and special projects. Images also features symposia, artists' talks, special curated programs, touring programs, year-round programming and publications alongside its annual competition selection of moving image artworks.

### **Position Summary:**

This contract position acts as the coordinator for the annual Images Festival publications, working closely with the staff and festival designer to ensure timely and accurate delivery of our 2018 festival catalogue and all print materials. Familiarity with a variety of the field's concepts, practices and procedures is required. A degree of creativity and latitude is expected.

### **Responsibilities include:**

- Interacting regularly with festival designer + Images staff as manager of design/print production timeline, production schedule and internal deadlines;
- Creating and maintaining detailed timeline (critical path) for production/delivery of 2018 materials;
- Communicating and coordinating with staff, for material, program copy and logos;
- Creating layouts using InDesign, Photoshop, Illustrator, Adobe Acrobat software (Mac platform) including prepping files for print and web + advertising templates;
- Creating and maintaining catalogue pagination in consultation with festival staff;
- Creating ads for catalogue clients and marketing materials
- Managing quality control of digital files;
- Communicating with festival artists to confirm copy, images and logos;
- Communicating internally to ensure that timing of deliverables and quality expectations are met;
- Ensuring that status reports are distributed in a timely fashion;
- Collecting and distributing quotes from printers;

- Planning print projects for the most practical and cost effective method of production, using internal and external resources;
- Attending press approval/s;
- Coordinating with printer regarding press runs and delivery logistics;
- Assisting programmers with design/production needs (screen slides, banners, etc.)
- Maintaining naming conventions and keeping accurate and organized records for 2018 Festival archive;
- Perform other tasks as assigned by Operations Manager &/or Executive Director.

**Qualifications: Experience, Skills, Knowledge + Abilities:**

- Minimum two (2) years experience with estimating, production planning or related graphic communications industry experience;
- Strong knowledge of print production process;
- Proficient with Adobe Creative Suite (InDesign, Illustrator, Photoshop, Acrobat) and Microsoft Office Suite (Excel, Word, Power Point);
- Comfortable working in a fast paced and challenging environment;
- Ability to work both independently and in a collaborative team setting;
- Organized, detail oriented and able to problem solve;
- Strong ability to multi-task and prioritize;
- Able to work flexible hours when needed;
- Must be able to meet deadlines and work under pressure;
- Strong communication, written and organizational skills are imperative.

**Compensation**

- This is a four-month contract with a combination of 2/3 days per week.
- Total contractor compensation will range between \$6,000-7,000

**Please submit the following:**

- A cover letter outlining your interest in the position and your relevant qualifications
- A resume/curriculum vitae

**Deadline:** December 6, 2017 @ 5 PM

**Start date:** January 2018

Kindly apply in writing and include where you saw this posting in your cover letter:

Hiring Committee, Print Production Coordinator

309-401 Richmond Street

Toronto Ontario M5V 3A8 Canada

By email: [employment@imagesfestival.com](mailto:employment@imagesfestival.com) (\*please attach PDF files only)

\*The Images Festival is an equal opportunity employer.

For more information about our organization please visit our website at [www.imagesfestival.com](http://www.imagesfestival.com)

We thank all applicants for their interest; however, only those selected for an interview will be contacted. In situations with several qualified candidates, preference will be given to Canadian citizens and permanent residents.