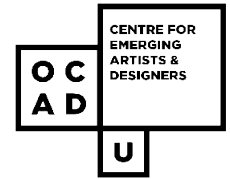


# CAREER LAUNCHER: IMAGE MANAGER/ PRODUCTION ASSISTANT



## OPPORTUNITY DESCRIPTION

Scotiabank CONTACT Photography Festival is accepting applications for the full-time position of Image Manager/Production Assistant. This position will support the Artistic Project Coordinator on various production tasks pertaining to exhibitions and the Public Installation program.

Scotiabank CONTACT Photography Festival is a not-for-profit organization devoted to celebrating the art and profession of photography with an annual festival in May and year-round programming in the CONTACT Gallery.

## ROLES AND RESPONSIBILITIES

Implement and maintain an image management system that includes the following tasks:

- File corresponding caption and credit information
- Manage and organize all image files for the Festival catalogue, website and press
- Convert images for a variety of outputs (print, web, large-format print)
- Respond to press requests for images from CONTACT's PR firm
- Oversee production of exhibition quality prints as needed
- Set up files for large-format printing

**RATE:** \$16.5/ hour for 35 hours/ week

**TERM:** Full-time, January - April, 2019

**DEADLINE:** Friday, November 2, 2018

## SUBMISSION REQUIREMENTS

- Full contact information (Name, phone, and email) and a current CV
- A cover letter outlining interest and relevant background

## SCOTIABANK CONTACT PHOTOGRAPHY FESTIVAL

<http://scotiabankcontactphoto.com>

## QUALIFICATIONS

- Must have graduated from OCADU in 2017 or 2018
- Ability to work with Adobe Creative Suite (Photoshop, InDesign, Illustrator) at a high level
- A degree/diploma in photography or equivalent experience
- A strong eye for and knowledge of photographic print quality and colour correction
- Experience working with a high volume of images
- Excellent organizational and time management skills
- Thorough attention to detail and ability to work under tight deadlines
- Focused, motivated, and capable of working well with others in a small organization
- Experience working with large-format files and printing is an asset

## SUBMISSION INSTRUCTION

Please submit all written components in one (1) PDF to the attention of Tak Pham [tpham@ocadu.ca](mailto:tpham@ocadu.ca)

## CONTACT

**Tak Pham**

Special Project Coordinator,  
Career Launchers

E: [tpham@ocadu.ca](mailto:tpham@ocadu.ca)

T: 416 977 6000 x 361

[ocadu.ca/careerdevelopment](http://ocadu.ca/careerdevelopment)

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