



Videographer

Contemporary Art Forum Kitchener and Area (CAFKA) is accepting applications for the position of Videographer for the CAFKA 2023 Biennial, [Stay With Me](#). This is a limited-term, full-time position, reporting to the Director and Operations Manager.

Compensation: \$18.00/hr – 35hrs a week paid semi-monthly.

Application Deadline: April 9, 2023

Contract Length: May 1 – August 18, 2023

CAFKA is a non-profit, artist-run organization that presents a biennial exhibition of contemporary art in public spaces that is free and open to the public. Guided by our Anti-Racism Action Plan and our ongoing work with cultural partners in the community, CAFKA designs collaborative, accessible and sustained public programming that does not tokenize the communities we serve and works to decentre whiteness. Cross-disciplinary partnerships with public art galleries, theatre groups, music festivals and other community organizations help us to expand our audience and enhance our community impact.

Working as part of a tight-knit team, and reporting to CAFKA's Director and Operations Manager, the Videographer will take responsibility for planning, shooting, editing, and publishing video documentation of all 24 artworks presented in this year's biennial, including recording audio of participating artists describing their work. With the guidance and support from staff and Board members, the Videographer will create up to 30 experiential documentation videos up to 3 minutes in length.

Responsibilities for this position include:

- Research – Familiarity and research for each artist's project for the CAFKA23 biennial.
- Planning – Preparing storyboards, shot lists and a detailed workback schedules and presenting them the Director and Operations Manager for approval.
- Video recording – scheduling on-site video shoots for each artwork. Scheduling on-site video shoots of performances, screenings and other live events.
- Video and audio editing – Editing video and audio recordings. Soliciting and integrating feedback from other staff. Proofreading and correcting automatically-generated close captioning on videos.
- Online content – working closely with CAFKA's Communications and Outreach Coordinator to circulate video documentation of the biennial online, via our website, newsletters, and social media accounts. Assisting with online engagement (social media etc.) as needed.
- AV Support – Set-up audio and video systems for live-streams, recordings and public programs as required

- Marketing: Work with Marketing team to produce digital marketing materials as assigned.
- Administration – perform other administrative duties and assist with special projects as required and assigned.

Requirements:

- Applicants must be between 15 to 30 years of age (inclusive) at the start of employment.
- Applicants must be legally eligible to work in Canada and must fulfill all the requirements of the Canada Summer Jobs program.
- Demonstrated commitment to anti-racism and anti-oppression.
- Relevant post-secondary education with a strong understanding and competency in creating branded promotional video content, including camera work, lighting, audio, etc.
- Knowledge of best practices and experience creating content for social media platforms including YouTube, Facebook, Instagram (including Reels & Stories), LinkedIn and Twitter.
- Experience using Adobe Rush, Premier, or other video editing software
- Experience with photographic documentation considered an asset
- Ability to work flexible hours (including evenings, weekends).
- Previous experience recording and editing video and audio.
- Excellent communication skills. A team player dedicated to building a collegial and collaborative environment
- Capable of working on multiple projects independently and as part of a team
- Must be detail-oriented, with particular attention to aesthetic details and artistic requirements.
- Ability to be flexible and manage competing priorities with tight timelines.
- Valid drivers licence and access to vehicle considered an asset
- Experience working in a contemporary art gallery is considered an asset.

Experiential documentation from the CAFKA21 biennial can be seen on our YouTube channel: <https://www.youtube.com/user/CAFKATV>

How to Apply:

Please submit a cover letter and CV with links to previous examples of your work in a single PDF to cafka@cafka.org with the subject “[your name] Videographer Application” by April 9th, 2023. We would prefer to receive applications electronically. Should you require accommodation at any time throughout the application process, please contact operations@cafka.org

We thank all applicants, but only those selected for an interview will be contacted. Interviews will take place the week of April 10th.

CAFKA is committed to anti-racism and anti-oppression. We invite individuals who reflect the diversity of our community to apply, including those who identify as Indigenous, Black, people of colour, LGBTQIA2S+ individuals, people with disabilities, and members of equity seeking communities. CAFKA is guided by an anti-racism action plan and engages in an accountability audit annually.