



Job Description: Executive Director

Organization: Alberta Media Industries Association (AMPIA)

Location: Edmonton or Calgary, Alberta

Type: Full-Time, Leadership Role

Reports to: Board of Directors

About AMPIA

Established in 1975, The Alberta Media Production Industries Association promotes the interests of all Alberta producers and creative talent working in the creation of motion picture, television and digital content. We liaison with government, facilitate community awareness, develop careers, and promote the creative works of our members through our annual ROSIE AWARDS. We provide skill building workshops and partnerships with leading industry professionals. AMPIA membership allows emerging and established producers to meet, connect, and collaborate.

Position Overview

The Executive Director will act as the spokesman for AMPIA, deal with media, stakeholders, partners, government and the public. You will lead and implement the goals of the Board of Directors, secure existing and seek out new operating funds to grow the organization.

Responsibilities

- Develop and implement a clear strategic vision in collaboration with the Board of Directors.
 - Lead the organization's efforts to support Alberta's media industry, fostering growth and innovation.
 - Act as spokesman and provide visionary leadership that positions AMPIA as a vital resource and advocate for the industry.
 - Oversee the day-to-day operations of AMPIA, ensuring effective administration and program delivery.
 - Develop, manage, and present an annual budget for the organization that ensures fiscal responsibility and sustainability.
 - Identify and secure new and existing funding opportunities, including sponsorships, grants, and partnerships.
 - Foster a strong and engaged membership base by identifying and addressing members needs.
 - Develop programs, events, and services that add value to members and the industry at large.
 - Lead the planning and execution of all AMPIA signature events.
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Qualifications and Skills

- A minimum 5 years experience in a senior leadership role, preferably within the media, arts, or non-profit sector.
- Proven track record in strategic planning, financial management, and operational oversight.
- Experience in government relations, advocacy, and public policy.
- A demonstrated ability to build partnerships and secure non-profit funding through grants, sponsorships, and other sources.
- Strong leadership, public speaking, and interpersonal skills with the ability to inspire and engage others.
- A knowledge of Alberta's media industries and the challenges they face.

Compensation

- Salary: Commensurate with experience and qualifications.
- Benefits: Competitive package.

How to Apply

Interested candidates are invited to submit a cover letter and resume to hr@ampia.org
Please include "Executive Director Application – AMPIA" in the subject line.