

Art for Equity Project Co-Coordinator, Eastern Edge

Established in 1984, Eastern Edge is a not-for-profit Artist-Run Centre and a registered charity. As an arts-based community centre, Eastern Edge delivers free and accessible arts programming year-round. We provide a diversity of programs that appeal to artists regardless of age, race, or gender, creating a safe and engaging community where artistic practices at every level can thrive and every artist can be respected and celebrated. Eastern Edge operates two galleries, a public library, and a multi-use community studio space, as well as our annual HOLD FAST Festival.

Art for Equity is a special project supported by the Multiculturalism and Anti-Racism Fund. This project will be run collaboratively by two Project Co-Coordinators and will take place from September 2025 until the end of March 2026. The project will involve two key components. In Part 1, the Co-Coordinators will conduct outreach (in the form of paid consultations) within various community groups throughout Newfoundland and Labrador to identify barriers to participation in the arts sector faced by historically marginalized demographics. In Part 2, the Co-Coordinators will plan a set of public events that will present educational programming aimed at addressing the barriers identified in Part 1, and will celebrate the work of artists consulted throughout the project.

Responsibilities

- The key responsibilities of the Project Co-Coordinators are to work collaboratively to (1) conduct outreach consultations within communities of historically marginalized artists and makers throughout Newfoundland and Labrador, and (2) plan, coordinate, and deliver a set of public events based on the results of the outreach consultations.
- The Project Co-Coordinators will work closely with the Executive Director and the Director of Operations to develop a schedule and plan for the project, ensuring that all activities align with Eastern Edge's mandate and the priorities outlined by the Multiculturalism and Anti-Racism Fund.
- Communicate with partner organizations, community groups, and artists to facilitate their participation in the project. Including: developing in-take and post-project surveys; speaking with participants about their experiences navigating the arts sector in NL; compiling this data into a comprehensive report.
- Plan, coordinate, and execute a set of public events, including: identifying, coordinating, and scheduling guest speakers, workshop facilitators, contract workers, and presenting artists; securing venues and equipment rentals as necessary; overseeing volunteers; managing event registration; managing shipping of artwork and equipment.
- Ensure that all participants feel welcomed and supported during their time working with Eastern Edge.
- Work with the rest of the Eastern Edge team to arrange events and promotions in relation to EE's ongoing gallery and studio programming.
- Draft documentation on all events, activities and programming for reporting, tracking and archiving purposes.
- Generate promotional content for social media, print media, and EE's website.

- Work with the Executive Director and Director of Operations to regularly monitor expenditures according to approved budgets.
- Produce regular status reports on all events, activities and programming for the Board of Directors.
- Ensure that all policies and procedures, as approved by the Board of Directors, are followed and fully implemented at all times.
- Ensure all health and safety policies, procedures and practices are followed and fully implemented at all times.

Qualifications and Skills

- Self-Identify as belonging to an equity-seeking group, and/or have an interest in advancing equity and social justice within the arts sector.
- At least one year of experience working or volunteering in an arts organization, artist-run centre, a not-for-profit, or a creative environment.
- Experience working with websites, social media platforms, email newsletters, and other marketing tools.
- Experience with event coordination and facilitation.
- Great communication and listening skills.
- Commitment to fostering and supporting artists at all stages of their careers.

Physical and Environmental Conditions

- Some periods of sitting at a desk, using a computer, and attending both online and in person meetings.
- Extensive in person and online organizational and project management that requires multitasking.
- This position will involve travel throughout Newfoundland and Labrador, and will involve travelling by car and/or airplane.
- The work environment occasionally presents exposure to paints, solvents and other chemical hazards. The organization provides personal protective equipment, which must be worn/utilized as described in the Eastern Edge Health and Safety Policy.
- Primarily, this position will be 30 hours a week, worked Wednesday to Saturday, 10am to 5:30pm, with some evenings and weekend events.
- This is a temporary position, funded by a special project grant. The position is subject to the regulations outlined by the Multiculturalism and Anti-Racism Program Fund and Canadian Heritage.