

Eastern Edge Gallery

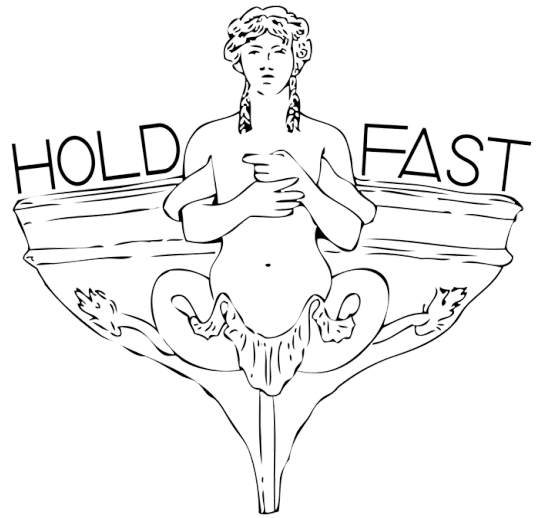
**Job Title:** Festival Coordinator

**Applications Due:** Friday, March 19th at 11:59 pm NST

**Duration:** 10 weeks: April 6th - June 12th, 2021

(some flexibility with contract dates)

**Rate of Pay:** \$19/hour, 35 hours a week



*Please forward your application with the subject line "**Festival Coordinator Application 2021**" to [gallery@easternedge.ca](mailto:gallery@easternedge.ca) on or before Friday, March 19th, 2021.*

Eastern Edge Gallery is seeking a **Festival Coordinator** who will assist with the implementation of the HOLD FAST Contemporary Arts Festival, tentatively scheduled for May 26th - 30th, 2021.

We are now in our 22nd year of celebrating contemporary art practices in St. John's, Newfoundland and Labrador! HOLD FAST delivers accessible, meaningful and critically-relevant arts programming across an array of media including: installation, performance, screenings, artist talks, dance, community events and artist-led workshops for people of all ages.

The Festival Coordinator will assist with the logistical planning of various aspects of the festival, including, but not limited to:

- Work towards creating a festival which centres intersectional, BIPOC, queer, and feminist practices through equitable, diverse, and inclusive programming
- Work to uphold the commitments outlined in our [Collective Statement](#) challenging current systems of oppression and barriers to access within the arts
- Expanding the presence of the Festival in local and national networks
- Actively seeking out new volunteers for HOLD FAST
- Supporting the development of sponsorships and donations
- Reinforce existing relationships with partnering organizations
- Working with invited artists to coordinate the many aspects of their participation
- Working with gallery staff and invited artists to organize volunteers for events
- Securing permission to operate in various spaces within the city

- Sourcing supplies for workshops and installations
- Assisting with all festival promotions; including the production and the distribution of the Festival program, posters, flyers, social media, and the Eastern Edge website.
- Working with gallery staff to gather information and complete reporting on HOLD FAST 2021

The ideal candidate for this position would have interest and/or relevant experience in contemporary visual art. We are looking for an enthusiastic candidate who possesses the following skills:

- Excellent communications skills
- Understands and shows enthusiasm for our mandate, and artist-run culture
- Enjoys working with the public
- Experience with Google Drive and Adobe Creative Suite and/or Canva
- Experience with managing various social media
- Must excel at organization and planning.
- Demonstrated thoroughness and attention to detail.
- Must be able to take responsibility for tasks and see those tasks through to completion.
- Must be able to meet deadlines, perform under pressure and delegate tasks when required.
- Must be self-motivated, able to work both independently and as part of a team.
- Design skills an asset

**To apply, please submit the following to [gallery@easternedge.ca](mailto:gallery@easternedge.ca) by March 19th, 2021:**

- Document outlining relevant experience (such as a CV, resume, letter, etc). Please include contact information and your pronouns. (Max 2 pages)
- Letter of Interest: let us know why you are the person for the job! Alternatively, you may send in a video explanation (Max 1 page document OR 5 minute video)
- Name and contact information of two references.

*Eastern Edge is dedicated to an equitable hiring process, and encourage applications from contemporary artists and curators from BIPOC, queer, and feminist perspectives. If you would like to self-identify as representing one of these perspectives, you may do so in your application. However, this is not a requirement.*

---

### **About Eastern Edge Gallery (Located at 72 Harbour Drive, St. John's, NL)**

Eastern Edge was established in 1984, is Newfoundland and Labrador's first artist-run centre for visual arts. Eastern Edge is committed to exhibiting contemporary Canadian and international art, as well as encouraging dedicated and rigorous activity locally. In providing an alternative venue where artists have

greater control over how their work is represented, Eastern Edge facilitates critical dialogue concerning issues in contemporary art and society, actively encouraging emerging and established artists whose work speaks to feminist, queer, and BIPOC perspectives. Eastern Edge aims to provide a supportive space to develop skills, share information and resources, foster community and create a meaningful context for artistic activity.

You can learn more about the accessibility of Eastern Edge Gallery and review our Code of Conduct here:

<https://easternedge.ca/about/accessibility/>