



**Job Title:** Programming Assistant

**Applications due:** Sunday, September 29th, 2019

**Start Date:** Tuesday, October 15th, 2019

**Duration:** One year contract, pending funding

**Rate of Pay:** \$16/hour, 35 hours a week

*Please forward your name, CV with two references, and a letter of interest with the subject line  
"Programming Assistant Application" to [gallery@easternedge.ca](mailto:gallery@easternedge.ca) on or before Sunday, September 29th, 2019.*

The chosen candidate will work alongside the Executive Director and Assistant Director implementing the wide range of contemporary art programming at Eastern Edge including: exhibitions, events, community partnerships, a summer festival, artist residencies as part of **EE Studios** and so much more!

To learn more about to work we do, check us out online: [www.easternedge.ca](http://www.easternedge.ca)

Facebook: [Eastern Edge](#)

Instagram: [@easternedgegallery](#)

This opportunity is a great way to gain valuable work experience and be a part of a constantly evolving creative team. Excellent for people thinking of becoming professional artists, curators, arts administrators and educators.

#### **Eligibility Criteria:**

- Canadian citizens or permanent residents, who are residents of Newfoundland and Labrador
- Unemployed or underemployed (underemployed being someone who has been employed on average less than 20 hours per week or in a field not related to their training)
- Recent post-secondary graduates who have not obtained employment in their field of study
- International graduates of Memorial University of Newfoundland, or College of the North Atlantic with a Post-graduate Work Permit, and individuals with an Open Work Permit who are residents of the province
- Not receiving a federal or provincial pension, Workplace NL benefits or another benefit prescribed by the Minister.

#### **About Eastern Edge Gallery, located in St. John's, NL**

Eastern Edge, 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, multicultural, queer, and other diverse 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/>

Eastern Edge Gallery is committed to diversity and employment equity, and welcomes applications from any and all interested parties. While we thank all applicants for their time, we will only be contacting individuals selected for the interview process.

## **Specific Tasks**

The Programming Assistant will work in conjunction with the Executive Director and Assistant Director to facilitate gallery activities, organize and install exhibitions, maintain the gallery space and the presence and visibility of Eastern Edge Gallery, its exhibitions, events and educational programs within the local, national and international community. They will help coordinate exhibitions and events, compile and maintain the gallery contact list for event promotion purposes, regularly update the gallery's archives, and coordinate the David Tuck Memorial Library in conjunction with VANL-CARFAC. They will also assist with outreach activities to develop new audiences in the broader provincial community, and aid in organizing logistics for visiting artists.

Responsible for daily administrative duties such as: office maintenance, visitor greeting, answering phone calls and emails. The Programming Assistant's primary role is to help ensure everything concerning the organization, installation, and maintenance of exhibitions, as well as events and residencies run smoothly. They will also assist the Festival Committee in the planning and development of HOLD FAST Contemporary Art Festival.

*These are a selection of specific responsibilities:*

### **Programming maintenance / preparation**

- prepare all materials/tools for installation needs
- coordinate with artists regarding exhibition install and maintenance of exhibition
- coordinate with artists regarding residency requirements

### **Daily Administrative**

- office and gallery maintenance
- reception (answering phone, e-mail, visitor reception)
- assistance to grant preparation (maintaining up-to-date gallery statistics in Excel spreadsheets)
- maintain and develop gallery membership
- recruit and train gallery volunteers

### **Communications/Promotions Assistance**

- maintain membership mailing list and email list
- coordinate and generate social media content
- help promote EE events via social media by connecting with relevant community partners

### **Knowledge and Skills Required**

- Working knowledge, appreciation of, and participation in, the arts
- University or college courses in the arts, communications, or similar studies.
- Training or previous experience in art installation, construction and gallery maintenance.
- Passion, vision and a desire to make a difference in their community.
- Must possess strong written and verbal skills.
- Must excel at organization and planning.
- Demonstrated thoroughness and attention to detail.
- Strong computer skills, particularly in data management and design (Google Drive, Adobe Creative Suite).
- Must be able to meet deadlines, perform under pressure and delegate tasks when required.
- Must be able to work both independently and as part of a team.
- Design skills an asset.