

## **HOLD FAST Festival Assistant, 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. HOLD FAST Festival is a celebration of contemporary performance, interdisciplinary art, and community engagement in St. John's, NL.*

The HOLD FAST Festival Assistant reports to the HOLD FAST Coordinator and is accountable for assisting in the organization and delivery of events, performances, exhibitions, presentations and programming related to the Festival. Assisting Eastern Edge staff with daily cleaning and maintenance of the public areas, gallery sitting during regular opening hours, and assisting with the storage and inventory of equipment and supplies. This is considered a mentorship position, and we encourage the Assistant to seek training and development opportunities from the other Eastern Edge staff.

### **Responsibilities**

- The key responsibility is to assist, as directed, in the coordination and delivery of services, events and programming related to HOLD FAST Festival, working with the other staff to ensure that the festival is fun, welcoming, and a creative success.
- Welcoming and engaging with the public, and encouraging attendance and participation in events and activities.
- Working with the HOLD FAST Coordinator to coordinate festival artists' projects, including scouting locations, gathering materials, and assisting with installations.
- Working with the HOLD FAST Coordinator to secure sponsorships and donations from new and existing donors and sponsors, and to plan and run fundraising events.
- Gallery sitting as required.
- Keeping the gallery and studio clean and functional on a day-to-day basis.
- Documenting events, art installations, artist residencies, and special programming.
- Assisting with set up, clean up, and the running of events.
- Postering in the downtown area of St. John's.
- Generating social media content.
- Assisting with the email newsletter.
- Assisting in the development of print and digital communications, including the printed festival pamphlet.
- Producing regular status reports on completed work to be submitted to the Operations Manager.
- Following all policies and procedures put in place by the Board of Directors.

- Following all health and safety policies, procedures, and practices, at all times.

#### Qualifications and Skills

- Experience working or volunteering in a public-facing creative environment, including knowledge of good customer service practices.
- Familiarity with various social media platforms is an asset (Facebook, Instagram, etc).
- Experience using tools, and equipment required for art installation.
- Good interpersonal skills.
- Commitment to fostering and supporting a vibrant artistic community.
- Understanding and ability to follow internal and external policies and procedures.

#### Physical and Environmental Conditions

- Extended periods of working and standing in public spaces.
- Significant periods of moving and sorting tools, equipment and artwork;
- Some periods of sitting at a desk, using a computer, and attending both online and in-person meetings
- Set up for the festival may include lifting and carrying weights up to 20lbs, occasionally above waist height and ascending ladders up to 10 feet, and setting up and operating various technology.
- 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 is a Tuesday to Saturday 10 am to 5 pm position, with some evenings and weekend events.
- This is a temporary position (8 weeks), with the potential for extension based on available funding.