

HOLD FAST Festival 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.

HOLD FAST Festival is a celebration of contemporary performance, interdisciplinary art, and community engagement in St. John's, NL. The HOLD FAST Festival Coordinator reports to the Operations Manager and is accountable for the organization and delivery of all programming related to HOLD FAST. The HOLD FAST Coordinator is accountable for the training and coordination of volunteers, and for assisting in fundraising events and activities for the festival.

Responsibilities

- The key responsibilities are to coordinate and deliver all events, exhibitions, presentations, and programming for HOLD FAST Festival.
- Developing, writing, and coordinating print and digital communications and public relations material for HOLD FAST.
- Managing HOLD FAST's social media and website pages.
- Coordinating volunteer involvement in support of fundraisers and HOLD FAST Festival.
- Coordinating and delivering annual volunteer training and orientation related to HOLD FAST.
- Organizing and coordinating fundraising activities, including but not limited to the HOLD FAST Garage Sale.
- Assist as requested in installations and takedowns in the gallery, in preparing for presentations and events, and in gallery sitting.
- Working with Operations Manager to regularly monitor expenditures according to approved budgets.
- Preparing purchase orders for approval by Operations Manager.
- Producing regular status reports on all events, activities, and programming for the Operations Manager.
- Working to create a HOLD FAST festival which centres intersectional, BIPOC, queer, and feminist practices through equitable, diverse, and inclusive programming.
- Developing and coordinating sponsorships and donations from new and existing donors and sponsors.
- Working as part of the Eastern Edge team to nurture existing relationships with partner organizations.
- Working with the HOLD FAST Programming Committee and Committee Chair.
- Managing all shipping and receiving of artwork, event and programming equipment and supplies as related to HOLD FAST.

- Installing and taking down exhibitions in the spaces being utilized for the festival. Ensuring all spaces are cleaned and returned to original condition following HOLD FAST. If required, notify Operations Manager of any special needs or requests for assistance and support with the installation and take-down process.
- Working with the Operations Manager to appropriately delegate festival tasks to other staff as needed.
- Managing and ensuring proper use of all technology, tools and equipment owned by or rented by Eastern Edge and used towards HOLD FAST.
- Working with invited artists to coordinate the many aspects of their festival participation.
- Securing permission to operate in various spaces within the city.
- Drafting documentation on HOLD FAST events, activities and programming for reporting, tracking and archiving purposes. Ensuring that documentation is posted to the website.
- Overseeing and mentoring seasonal HOLD FAST Assistant.
- Welcoming and engaging with the public during HOLD FAST and visits to the gallery, encouraging attendance and participation in events and activities.
- Assisting the Executive Director with HOLD FAST reporting.
- Ensuring that all policies and procedures, as approved by the Board, are followed and fully implemented at all times.
- Ensuring all health and safety policies, procedures and practices are followed and fully implemented at all times.

Qualifications and Skills

- At least one year of experience working in an arts organization, artist-run centre, a not-for-profit, or a festival environment.
- Experience working with website and social media platforms, marketing and branding.
- Experience organizing fundraising events and activities.
- Understanding of presentation and digital technology is an asset.
- Good written and communication 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 working on a computer, sitting at a desk and attending both online and in-person meetings
- Some periods of working and standing in public space.
- Extensive in-person and online organizational and project management that require multitasking
- Assisting with artwork installations, including lifting and carrying weights up to 20lbs, occasionally above waist height and ascending ladders up to 10 feet, and setting up/operating various tech equipment. All appropriate training will be provided for the tasks listed.

- The work environment occasionally presents exposure to paint, dust, and noise. 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 Wednesday to Saturday, 10 am to 5:30 pm position, with some evenings and weekend events.
- This is a temporary position (4 months) and pays \$22.4/hr. There is a possibility for this position to be extended should additional funding become available.