

## HOLD FAST Festival Coordinator, Eastern Edge

*Established in 1984, 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.*

The HOLD FAST Festival Coordinator reports to the Operations Manager and is accountable for the coordination, organization and delivery of all events, exhibitions, presentations and programming for the 2022 HOLD FAST Festival. That all communications, documentation, displays and exhibitions adhere to policies, procedures and standards of the organization. Ensuring that all health and safety requirements, policies and procedures are followed at all times.

### Responsibilities

- The key responsibility is to manage the development, coordination, organization and delivery of all exhibitions, presentations and programming for the 23<sup>rd</sup> annual HOLD FAST Festival scheduled for August 24 to 27, 2022.
- Working to create a festival which centres intersectional, BIPOC, queer, and feminist practices through equitable, diverse, and inclusive programming.
- Working to uphold the commitments outlined in our Collective Statement challenging current systems of oppression and barriers to access within the arts.
- Working to expand the presence of the Festival in local and national networks.
- Actively seeking new volunteers to assist with the HOLD FAST festival.
- 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 partnering organizations.
- Assisting the Programming Committee to organize and advertise annual call for submissions for the HOLD FAST festival, respond to enquiries, collect, track, and prepare packages for program committee to review, prepare responses to submissions for approval, send out notices and notifications as directed.
- Managing all shipping and receiving of artwork, event and programming equipment and supplies.
- Installing and taking down all exhibitions in the spaces being utilized for the festival. If required, notify Operations Manager of any special needs or requests for assistance and support with the installation and take down process
- Managing all equipment, tools and technology for Eastern Edge including tracking use, inventory, required maintenance and storage of equipment, tools and technology.

## HOLD FAST Festival Coordinator, Eastern Edge – Job Description May 2022

- Operating and ensuring proper use of all technology, tools and equipment owned by or rented by Eastern Edge.
- Working with invited artists to coordinate the many aspects of their festival participation.
- Working with Eastern Edge team and invited artists to organize volunteers for events.
- Securing permission to operate in various spaces within the city.
- Assisting with all festival promotions; including the production and distribution of the Festival program, posters, flyers, social media, and the Eastern Edge website.
- Drafting all documentation on events, activities and programming for reporting, tracking and archiving purposes.
- 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.
- 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 experience working in an arts organization, artist run centre and/or with festival management.
- Diploma or degree in Fine Arts or arts related specialty.
- Experience working in a public gallery or art related creative environment including knowledge of good customer service practices.
- Experience with curating and installation of art work.
- Experience organizing events, activities and/or arts related programming.
- Understanding of health and safety requirements within a creative and visual art environment.
- Understanding of presentation and digital technology an asset.
- 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 space.
- Significant periods of moving and sorting tools, equipment and artwork.
- Extensive in person and on-line organizational and project management that require multitasking.
- Some periods of sitting at a desk, using a computer, and attending both online and in person meetings.

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- Responsible for gallery installations and exhibition management including lifting and carrying weights up to 20lbs, occasionally above waist height, 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.
- Leading up to the festival this position is a Tuesday to Saturday 10 am to 5 pm position, during the festival, the hours are extensive and often run late into the evening.
- This is a temporary position (4 months), and pays \$19/hour.