



Job Title: Operations Manager

Applications Due: Friday, June 18th, 2021

Duration: One year contract with possibility of renewal (*some flexibility with contract dates*)

Salary: \$40,000 + health and dental insurance, planned annual salary increases, 2 weeks paid vacation and 2 weeks paid professional development time.

*Please forward your application with the subject line "**Operations Manager**" to director@easternedge.ca on or before Friday, June 18th, 2021.*

The chosen candidate will work alongside the Executive Director, the Board of Directors and other staff on the Eastern Edge Team to implement a wide range of contemporary art programming including exhibitions, residencies, events, community partnerships, a summer festival, artist residencies and so much more!

The Operations Manager will be responsible for the logistical planning of various aspects of Eastern Edge, including:

- Actively seek out, research, and write new grants to support our projects which centre 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.
- Reinforce existing relationships with partnering organizations and develop new partners for projects in development.
- Work with the Executive Director to manage the working operational budget, and develop budget projections.
- Liaise with the Bookkeeper and Treasurer to prepare monthly financial reports.
- Liaise with the Accountant and Treasurer to provide all information needed for them to prepare our annual statement.
- Manage day to day operations of our Artist run Centre including staff schedules, payroll, artist contract and daily finances.
- Working with gallery staff to gather information and complete reporting on projects and programming.

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 and experience:

- Must excel at organization and planning.
- Confident and capable in CADAC.

- Experience writing organizational grants.
- Experience with Google Drive and Adobe Creative Suite and/or Canva.
- Understands and shows enthusiasm for our mandate, and artist-run culture.
- Demonstrated thoroughness and attention to detail.
- Enjoys working with the public.
- Must be prepared to lead a team, to support co-workers, to build morale and see projects through to completion collaboratively.
- 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.

To apply, please submit the following to director@easternedge.ca by June 18th, 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!
- 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/>