

Presentation and Event 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 Presentation and Event Coordinator reports to the Operations Manager and is accountable for the coordination, organization and delivery of all events, exhibitions, presentations and programming in the main and rOGUE galleries and other areas in the Eastern Edge space. Accountable for working with the other members of Eastern Edge team to ensure that all events, presentations and programming are developed and delivered in a professional, effective and efficient manner. 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 in the main and rOGUE galleries.
- Responsible for the coordination and management of all events, presentations, activities and programming offered by or in collaboration with other groups or individuals in the Eastern Edge facility.
- Coordination of all logistics and communication with staff and volunteers internally and externally that are using Eastern Edge facilities.
- Ensuring that all events and activities that occur in the Eastern Edge facilities are developed and delivered in a professional, effective and efficient manner including events and activities that are put on by Eastern Edge as well as events and activities that are being run by any external agencies, organizations or individuals.
- Developing and communicating schedules for all individuals and groups using Eastern Edge space and facilities. Developing a public calendar of events for Outreach and Communications Coordinator to publish, and providing edits, additions and amendments to the public calendar as required.
- 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.
- Assisting the Programming Committee to organize and advertise annual call for submissions for the main and rOGUE galleries, respond to enquiries, collect, track, and

prepare packages for the programming 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.
- Supervising the installing and taking down of all exhibitions in the main and rOGUE galleries. 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.
- Operating and ensuring proper use of all technology, tools and equipment owned by or rented by Eastern Edge.
- Keeping up to date on all technology owned and operated by Eastern Edge.
- Organizing to borrow and or rent additional tools and equipment from the Tool Library or other external sources, preparing rental documentation for signature by Operations Manager.
- Drafting all documentation on events, activities and programming for reporting, tracking and archiving purposes.
- Coordinating with all artists, exhibitors and presenters using Eastern Edge facilities.
- Working with the Outreach and Communications Coordinator to develop and distribute publicity and social media communications.
- Coordinating with the Operations Manager, artists and program coordinators to identify and facilitate arts writers for exhibitions and programming.
- Primary gallery attendant during regular gallery hours and to work with the Operations Manager to ensure that at all times the gallery is properly staffed.
- Welcoming and engaging with the public during visits to the gallery and encouraging attendance and participation in events and activities.
- Managing enquiries for use / rental of Eastern Edge facilities.
- Managing all space rentals including preparing all rental agreements, processing payments and conducting pre and post rental inspections and liaison with all external renters.
- 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 not-for-profit.
- Diploma or degree in Fine Arts or arts related specialty.
- Experience working in a public gallery or related creative environment including knowledge of good customer service practices.
- Experience with curating and installation of art work is an asset.
- Experience organizing events, activities and/or arts related programming.

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- Understanding of health and safety requirements within a creative and visual art environment.
- Understanding of presentation and digital technology is 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
- Primarily 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 technologies.
- 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 (35 hours a week), with some evenings and weekend events.
- This position is salaried at \$35,000 annually.