

## Residency and Digital 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 Residency and Digital Coordinator reports to the Operations Manager and is accountable for the coordination, organization and delivery of the on-going artist in residence program as well as the digital residency program. Is accountable for working as part of the Eastern Edge team to coordinate the development and delivery of training, workshops and presentations that are to be made available to members as well as the general public. For documenting, communicating and ensuring the material is developed and distributed in an accessible manner.

### Responsibilities

- The key responsibilities are to develop, coordinate, organize and deliver the on-going artist in residence and digital residency programs.
- Working with the Executive Director and Operations Manager, develop the annual call for submissions for the residency programs ensuring that the calls and selection process encourage applicants that fit or compliment the mandate and focus of the organization and that meet the goals established for the program.
- Assisting the Programming Committee to organize and advertise annual call for submissions for the artist in residence and digital residency programs, respond to enquiries, collect, track, and prepare packages for programming committee to review, prepare responses to submissions for approval, send out notices and notifications as directed.
- Identifying, coordinating and managing the development of a team of advisors, mentors and workshop facilitators to work with the residency programs including accessibility consultants, digital experts and translators as appropriate.
- Working with the on-site and digital residency participants to coordinate logistics, sourcing equipment and supplies, and assist as appropriate with finding accommodation.
- Ensuring that the artist, both in person and digital, feel welcomed to Eastern Edge and the local art community, as well as to the whole province.
- Working with the Presentation and Event Coordinator and the Outreach and Communications Coordinator to arrange programming events and presentations.
- Working with the artists, organize and coordinate work schedules each week and for the delivery of presentations and events.
- Working with external partners to secure access to resources, possible exhibition space, additional programming support (eg. Union House Arts, Artlink, ...).

## Residency and Digital Coordinator, Eastern Edge – Job Description May 2022

- Drafting all documentation on events, activities and programming for reporting, tracking and archiving purposes.
- 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.
- Working with the Operations Manager to regularly monitor expenditures according to approved budgets.
- Preparing purchase orders for approval by the 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 not-for-profit.
- 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 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.
- Experience or interest in digital art.
- 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

- Some periods of sitting at a desk, using a computer, and attending both online and in person meetings.
- Extensive in person and online organizational and project management that require multitasking.
- 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 position is salaried at \$35,000 annually.