



Job Title: Project Administrator

Project Title: The Art of Adaptation: Empowering Artists as Agents of Social Change

Applications Due: July 23, 2021

Duration: 8 month contract from August 2021 - March 2022

Salary: \$25,000 for an 8 month contract, 35 hours a week

*Please forward your application with the subject line “**Project Administrator**”
to gallery@easternedge.ca or before July 23, 2021.*

Eastern Edge Gallery is seeking a **Project Administrator** who will assist with the implementation of ***The Art of Adaptation: Empowering Artists as Agents of Social Change***, tentatively scheduled for August 2021 - March 2022.

The Project Administrator will work alongside a Project Curator and an Assistant alongside the Eastern Edge team, to plan and execute a series of multidisciplinary visual art programming centered upon public engagement and active community participation from August 2021 - March 2022. The Project Administrator will prioritize queer and BIPOC artists and cultural workers through in-person and online presentations, including performance, screenings, artist talks, workshops, and artist-led community activation. These accessible public presentations will encourage ongoing critical dialogue with diverse contemporary art practices. Importantly, investment in this project will directly impact artists, increasing access to professional presentation opportunities, methods and earned income.

The Project Administrator will assist with the logistical planning of various aspects of the project, including, but not limited to:

- Work towards creating programming which centres intersectional, BIPOC, queer, and feminist practices through equitable, diverse, and inclusive methods.
- 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.
- Working with invited artists to coordinate the many aspects of their participation.
- Working with gallery staff and invited artists to organize volunteers for events.
- Securing permission to operate in various spaces within the city.
- Sourcing supplies for workshops and installations.
- Assisting with all project promotions.
- Working with gallery staff to gather information and complete reporting on the project upon its completion.

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:

- Excellent communications skills.
- Understands and shows enthusiasm for our mandate, and artist-run culture.
- Enjoys working with the public.
- Experience with Google Drive and Adobe Creative Suite and/or Canva.
- Experience with various social media platforms.
- Must excel at organization and planning.
- Demonstrated thoroughness and attention to detail.
- 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.
- Design skills an asset.

To apply, please submit the following to gallery@easternedge.ca by **July 23, 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! Alternatively, you may send in a video explanation (Max 1 page document OR 5 minute video)
- 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/>