



| grunt gallery | #116-350 E. 2nd Ave | Vancouver, BC | V5T 4R8 | grunt.ca |

Job Posting

Position: Recollective Project Coordinator
Location: grunt gallery, Vancouver BC
Reporting to: grunt gallery Archives Manager

Hours: Approximately 10 hours per week. Some evening and weekend work. Position requires a flexible schedule based on programming needs. 2 year part time contract.

Remuneration: \$28 per hour

Start date: July 25, 2018

Position description:

The Recollective Project Coordinator ('Coordinator') is an energetic and organized person who is responsible for managing a variety of aspects of Recollective: Artists, Communities, Independent Archives (aka Vancouver Independent Archives Week 2018-19), a coproduction of grunt gallery, VIVO Media Arts, 221A, The Western Front, and The Morris and Helen Belkin Art Gallery.

The Coordinator's central role is administrative support for the Recollective series, which includes 2 weeks of concentrated public programs in November 2018, a year-long series of 5 public programs in 2019, and an accompanying web publication with parallel documentation and responses. The Coordinator also takes a lead role in project publicity, working with web design and development staff, managing content for the web publication, handling social media for the project, and overseeing the production and distribution of a small print brochure. The position's responsibilities are inherently flexible in response to the project's needs and may include writing, programming assistance, coordination of shared resources, and other duties.

Desired characteristics and competencies:

Written communication	Flexibility	Commitment
Strong organizational skills	Marketing	Creativity
Tolerance	Teamwork	Networking
Technology	Reliability	Resourcefulness

General Responsibilities:

- Coordinate communications among project partners: convening planning meetings, agenda setting, and note-taking as well as virtual communication.
- Work with grant gallery admin to draft and deliver respondent, artist, and web staff contracts including deliverables, fees, and timelines.
- Support partners in identifying and securing programming respondents, coordinate dates.
- Assist in managing total project budget and coordinating between partner 'sub-budgets'.
- Assist in managing and dispensing partner artist and writer fees as well as shared expenses.
- Maintain awareness of progression of individual projects in connection with each partner, providing support as needed.
- Support grant gallery staff in preparation of project interim and final reports for funders.
- Coordinate with web developer and designer around web content management, uploading of material including written pieces, documentation, archival material etc.
- Copy-editing written material for website publication.
- Work with the designer around print brochure.
- Manage project and event publicity and web presence, including social media.
- Work with partners' communications staff to organize promo and publicity, including event documentation.
- Following conclusion of year two programming, stage and/or circulate "research findings" via the web publication to the arts sector at large.
- Other duties, as required.

Required Skills and Education:

- Excellent understanding of artist-run centres.
- Post-secondary education in an arts or information science related program is an asset.
- Experience (work or volunteer) in an arts admin, archival, library, or other information science work is preferable.
- Professional writing skills.
- Knowledge of use and etiquette of common social media platforms.
- Strong or adaptable knowledge of WordPress or similar CMS
- Working knowledge of Adobe Photoshop, Illustrator or similar is an asset.
- Must be highly organized, detail oriented, committed to quality and able to work independently with minimal supervision.
- Strong time management skills.
- Resourceful, hands-on and pro-active.
- Outgoing, social and comfortable with public speaking.
- Ability to work flexible hours, with concentrations around public programs

Business Ethics and the Workplace:

- The Coordinator must participate in and help ensure that grunt gallery is a friendly, courteous, respectful and professional workplace that is free of harassment, discrimination, and other forms of marginalization.
- The Coordinator must follow gallery health and safety policies and communicate any related concerns to grunt gallery staff.
- The Coordinator must maintain the confidentiality of all personal, private and professional information obtained within the course of their employment, in accordance with the grunt gallery Privacy Policy.
- The Coordinator must extend the above conditions outside of grunt gallery when working offsite or acting as a representative of grunt gallery, including in virtual spaces.
- The Coordinator must act in accordance with the grunt gallery Workplace Relationship Policy, which prohibits the accepting of gifts, loans or anything of value from any individuals with whom contact is had during the course of employment.

About grunt

Formed in 1984, grunt gallery has built a reputation on innovative and cutting edge programs, exhibitions, performances, artist talks, publications and special projects that showcase current and past work by contemporary Canadian and international artists. We focus on work that would otherwise not be seen in Vancouver and are proud of our ability to act as an intersection between various cultural groups based on aesthetics, medium or identity. We consider our programming as a work in progress that is always changing and is always interesting.

grunt gallery offers a competitive wage, along with a flexible work schedule, opportunities for networking and development, and a comfortable, creative, and harmonious work environment.

To apply: Please send your resume and cover letter by email to Dan Pon, grunt gallery Archives Manager, dan@grunt.ca

Application deadline: 4PM July 11th, 2018

grunt gallery is an equal opportunity employer and welcomes all applicants.