

# THE NEW GALLERY / 208 Centre St SE / T2G 2B6 / CALGARY / AB / CANADA / T +1 403 233 2399 F +1 403 290 1714 / thenewgallery.org

## **PROGRAMMING COORDINATOR JOB CALL**

**Submission Deadline:** August 31, 2018

The New Gallery (TNG) is an artist-run centre located on Treaty 7 territory in Calgary, Alberta. This charitable centre for contemporary art was established in 1975, and currently operates two venues – the Main Space, a two-story unit in Calgary Chinatown's historic Canton Block, and the +15 Window, a shallow vitrine located at Arts Commons. These spaces support social and political creative practices from artists at all junctures of their careers, while enabling a public engagement with contemporary art. Our programming comprises a broad range of art and educational activities, including exhibitions, residencies, publications, talks, and community collaborations that serve to invigorate our audience's experience of contemporary art and culture.

Over the last 40 years, TNG has supported the research, development, and exhibition of hundreds of local, national, and international artists' practices. TNG is now seeking a motivated, keen individual for the integral role of Programming Coordinator.

The Programming Coordinator reports to the Director and has a working relationship with TNG staff, interns, volunteers, and the Board of Directors. This position is responsible for all programming logistics, including but is not limited to; installing and striking exhibitions, shipping artwork, gallery maintenance, documentation, event coordination, and programming-related communications.

The successful candidate for this position will possess: a knowledge of contemporary art and artist-run culture; experience installing a diverse range of artworks; excellent written and verbal communication skills; experience with Mac OS X, Adobe Creative Suite, and Microsoft Office; strong organizational skills and a keen attention to detail; and a passion and ongoing involvement in their arts community. A valid driver's license and the willingness to work evenings and weekends are required. Fluency in any second languages (in particular, Blackfoot, Cantonese, Chipewyan, Cree, Dene, French, Mandarin, Sarcee, and Stoney) is considered an asset.

### **Specific duties include:**

- Manage communications with artists regarding programming, providing timely updates to the Director and Programming Committee
- Assist artists in shipping, installing, and striking work for exhibitions.
- Work with TNG's Programming Committee to adjudicate submissions, and conceptualize and implement special projects.
- Draft and distribute calls for submissions for general, thematic, and ad hoc programs.
- Document all exhibitions/events and archive materials pertaining to programming and submissions.
- Regularly repair/paint walls and clean exhibition spaces.

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- Assist as requested with the research, writing, and editing of project and operational grant applications.
- Participate in fundraising preparations and events.
- Contribute to the design, editing, production, and distribution of all publications, essays, postcards, and miscellaneous gallery material.
- Assist in maintaining the gallery website and social media pages.
- Act as a liaison between the Gallery, the media, and the community-at-large, representing TNG in a courteous and professional manner.
- Assist in identifying and developing partnerships with other organizations to implement collaborative programming.
- Attend monthly Board and Committee meetings.
- Coordinate volunteers for events.
- Assist with day-to-day operations.

This is a full-time (35 hours/week) one-year contract with the intention of renewal. Compensation for this position includes a salary of \$33,600 per annum, health care benefits, and a professional development spending account.

Qualified applicants should submit a single PDF file containing their CV, two writing samples (up to 500 word count/sample), and a letter of interest to TNG's Director, Su Ying Strang, at [su\[at\]thenewgallery\[dot\]org](mailto:su[at]thenewgallery[dot]org) with the subject line "Application: Programming Coordinator"

The letter of interest should include a brief outline of the applicant's knowledge of our organization and interest in artist-run centres. The letter should also demonstrate a comprehensive understanding of the position and specifically address relevant qualifications and experiences.

Mailed, faxed, and late applications will not be considered. We thank all applicants for their interest, but due to large application volumes, only candidates selected for an interview will be contacted.

TNG is an equal opportunity employer, and is interested in receiving applications from a broad spectrum of qualified people who are representative of the Province's diversity.

For more information about The New Gallery, please visit <http://www.thenewgallery.org/>