

JOB OPPORTUNITY / MAIN FRAME COORDINATOR

Deadline: January 30, 2022

Term: Part-time, 2 year contract

Start Date: ASAP

The New Gallery (TNG) is seeking an organized, creative, and digitally inclined individual to join our team as the Main Frame Coordinator. This position will support the execution and procedural development of the pilot of our newest exhibition space, *Main Frame* — an online platform for web-based artist projects.

The Main Frame Coordinator reports to the Director as their primary advisor and has a working relationship with TNG's staff, volunteers, and board of directors. The Main Frame Coordinator is the lead staff for all Main Frame projects, and will work with artists and community members to support the creation and dissemination of digital-based works that complement TNG's Main Space programming.

The successful candidate will have an interest in contemporary art and artist-run culture, and be excited to develop digital platforms and artistic practices.. They will support TNG's ongoing efforts to be an equitable, accessible, and inclusive organization, and bring these values into their daily work and role at the organization. TNG is looking for applicants who are community and values-driven, exceptional communicators and collaborators, motivated and passionate about their work, and highly organized. Additional skills sets include: program development; project management; procedure development; clear communication, both written and verbal; community engagement and outreach; exceptional digital/computer literacy; and a familiarity with Adobe Creative Suite, Microsoft Office Suite, and Google Workspace. Additional language skills, in particular any Chinese dialects, French, or Indigenous languages from Treaty 7, are considered assets. The willingness to work evenings and weekends is required.

Specific duties include:

- Work collaboratively with TNG's artists, community partners, and committees to conceptualize and execute outreach programming to create access points for digital projects, with a particular focus on underserved communities
- Support artists in the creation of digital exhibitions, including connecting them to education resources and Programmer-Artists-in-Residence
- Ensure consistent brand and voice in external communications about Main Frame programming

- Develop a best practices guide for creating and disseminating digital art, including recommending draft procedures to the Director, and policies to the Board of Directors
- Liaise with TNG's Communications & Outreach Coordinator on our upcoming website audit and rebuild and identify best practices for implementing our digital exhibition space
- Maintain and update Main Frame projects and supplementary online content on an ongoing basis
- Track and report analytics across Main Frame
- Implement existing/research new accessibility considerations in digital programming, i.e. including alt-text/captions, accessible design, live captions.
- Contribute to operational and project grant applications and reporting.
- Participate in TNG fundraising events, including bingos and casinos.
- Support day-to-day operations as needed
- Act as a liaison between TNG, stakeholders, and audiences to share our mission, mandate, and activities, representing TNG in a courteous manner.
- Participate in training as required.
- Attend monthly board meetings as well as occasional committee meetings.

This is a part-time (3 days/week) two-year contract position with the intention of renewal. Compensation for this position includes a salary of \$20 per hour, 3 weeks paid vacation, health care benefits, and professional development days off with a corresponding spending account.

Application Guidelines:

Applicants can submit a letter outlining their interest and qualifications for this position to [hr\[at\]thenewgallery\[dot\]org](mailto:hr@thenewgallery.org) with the subject line "Application: Main Frame Coordinator 2021." Oral and video submissions are also accepted, links to these files are preferred but other delivery methods are also accepted. CVs/resumes are not required, but applicants may supplement their letter of interest with this document if preferred. Contact information for professional references will be required if you are selected for an interview.

TNG is dedicated to equitable access, and encourages Black, Indigenous, People of Colour, newcomer, 2SLGBTQ+ artists, d/Deaf and disabled artists, emerging artists, as well as artists from poor and working-class backgrounds to apply to this opportunity.

TNG is committed to working individually with applicants facing barriers when applying to this opportunity. If you require support or accommodations during this process, or have

any questions in general about the position, please contact us at 403-233-2399 or email [hr\[at\]thenewgallery\[dot\]org](mailto:hr@thenewgallery.org)

About Us:

TNG is an artist-run centre located in Mohkinstsis/Calgary on the ancestral and traditional territories of the people of the Treaty 7 region in Southern Alberta. This charitable centre for contemporary art was established in 1975 as the Clouds & Water Gallery and Visual Production Society.

Currently, TNG operates:

- **Main Space** — an exhibition venue in a storefront of the historic Canton Block in Calgary Chinatown
- **Billboard 208** — a programming site situated on the exterior of TNG's storefront
- **Resource Centre** — a combined library/archive and flexible meeting space
- **Main Frame** — an online platform for web-based projects

These venues support the research, creation, and exhibition of socially relevant and politically informed creative practices from artists at all junctures of their careers, while enabling a public engagement with artist-run culture and contemporary art. TNG's programming comprises a broad range of art and educational activities, including exhibitions, publications, residencies, offsite projects, and community collaborations that serve to invigorate audiences' experience of contemporary art and culture.

TNG gratefully acknowledges its home on the traditional territories of the people of the Treaty 7 region, including the Blackfoot Confederacy (Kainai, Piikani and Siksika), Tsuu T'ina First Nation, Stoney Nakoda First Nation (Chiniki, Bearspaw, and Wesley), and Métis Nation of Alberta Region III. TNG would also like to acknowledge the many other First Nations, Métis and Inuit who call this land home.

For more information about TNG, please visit www.thenewgallery.org/