

Emily Carr Living Labs

Call for Applications: Project Coordinator, Neighbourhood Time Exchange

Late August 2016 - May 2017
15 hours/week, \$1200/month
Prince George, BC

Living Labs at Emily Carr is currently seeking a qualified applicant for the position of Project Coordinator, Neighbourhood Time Exchange in Prince George, BC.

The Neighbourhood Time Exchange is an artist residency project that operates on a simple principle: for every hour an artist spends in their studio, they provide an hour of volunteer service to the community. In 2016-17, local and visiting artists will be invited to spend 1 - 6 months working in a storefront space in downtown Prince George. The project aims to explore the concept of time banking, in which artists and community members work together, as a means for social, civic, and economic revitalization, demonstrated and enacted in a highly public setting.

The role of the Project Coordinator is to provide core, on-site support for artists, staff and community partners engaged in the project.

Role

- Assist in the leasing and setup of appropriate studio space for the project
- Act as key point of contact "on the ground" during project residencies; liaise with artists and project team
- Facilitate the orientation and hosting of arriving out-of-town artists: provide directions, orientation to studio space and accommodation, make introductions and local connections for artists-in-residence
- Provide direct, day-to-day support to artists-in-residence and studio support for the duration of the project
- Run events and community outreach activities as determined by Curator
- Act as a contact for project and partnership inquiries; direct inquiries to Living Labs as necessary
- Coordinate communication with Research Assistants and Volunteers
- Identify emergent problems or issues with artists, volunteers, RAs, partners or other project stakeholders and communicate concerns to Living Labs and Curatorial Team
- Identify opportunities for project documentation and coordinate the documentation of the Neighbourhood Time Exchange for the duration of the project, including directing the work of photographers and videographers as needed
- Assist Living Labs with activities and duties relating to the relationship with the City of Prince George and other regulatory bodies to ensure projects and events are properly permitted and insured
- Perform other related duties as required

Qualifications

Candidates must possess the following in order to be considered for this position:

- Have experience working in the cultural sector. Experience working directly with visual artists or in a studio environment will be considered an asset.
- Be resourceful, independent and a pro-active problem solver
- Be comfortable coordinating logistics with a number of project stakeholders
- Possess detailed knowledge about Prince George; will be able to make introductions and connections for visiting artists, give directions, and highlight community assets
- Have strong organizational, communication and administrative skills
- Have the ability to work independently with an adaptable and professional approach
- Are committed to work throughout the duration of the project

Please send your CV, and a short cover letter detailing your interest in position to Laura Kozak: kozak@ecuad.ca. Please note that only successful applicants will be contacted for an interview.

Deadline: July 31, 2016