



Artist Residency Curator / Coordinator Art in The Biosphere: The Salt & Fir Sessions

If you have a passion for art and interest in its intersection with
the natural and cultural environment;

We want to hear from you!

Deadline for applications: February 20th, 2022

The Artist Residency Curator/Coordinator will apply their experience, skills and passion to develop and implement the first Friends of Fundy artist in residency program, **Art in The Biosphere: The Salt & Fir Sessions**. This full time 37.5/hr a week position will be hands on in every aspect of the residency program from start to finish. The artist in residency program will be 9 months in duration (March - November 2022) and will include coordinating the documentation of the residencies, and facilitating 3-6 artists' participation in local area exhibits and events. The Art in the Biosphere residency program is open to applicants from all backgrounds and is intended to be a platform for groups that may be underrepresented in residency and exhibit opportunities. This includes, but is not limited to, people who identify as Indigenous, 2SLGBTQ+, and or Persons with disabilities.

The Residency Curator/Coordinator will lead jury selection, is responsible for the day-to-day operations of the Salt & Fir Sessions residency program, and is the point of contact for artists-in-residence. They will also play a lead role in communications related to the Salt & Fir Sessions, ensuring timely announcement and promotion of events across digital media platforms as well as finding opportunities to connect the artists and the community. The Art in The Biosphere Curator/Coordinator will work along side the Friends of Fundy Programming team and report to the Executive Director.

Responsibilities

- Work with the management team to develop a plan for residencies and artist-community engagement.
- Select a jury and oversee candidate selection;
- Prepare all necessary documentation for evaluation by the jury and provide applicants with the results of the competition;
- Prepare announcements including but not limited to the results of competitions and artist talks;
- Work with a small team to document the processes/artists/exhibits and overall program;
- Prepare an end-of-project report/summary/assessment;
- Onboarding artists providing on-site support, daily communication, and actively seeking feedback;
- Assist in the preparation of the gallery space for the arrival of artists;
- Other related duties in support of a successful team, program, and organization;

Skills/Qualifications

- An ability to work independently and as part of a team;
- Exceptional time management skills;
- Excellent verbal, written, and interpersonal skills;
- Proficiency in digital tools such as Office, social media platforms, and virtual conferencing tools;
- A high degree of initiative, organization and attention to detail;
- Experience in supporting and developing visual arts and traditional craft programming;
- Flexibility in working hours, including some evening and weekend work;
- Community-oriented project experience is considered an asset;
- Bilingualism is an asset.

Education and Experience:

- Bachelor's degree or equivalent experience in art history, fine arts, or arts administration.

Other Requirements:

- This position requires proof of full vaccination
- This position requires a valid drivers license and access to a reliable vehicle
- This position is headquartered in the Village of Alma – should the successful candidate choose to reside in Alma for the duration of the program assistance in securing accommodation will be provided.

Duration of Project: March 07st, 2022 to November 30th, 2022

Wage Range: \$22 - \$25/hr depending on skills and experience

To apply:

Send your resume/CV to office@friendsoffundy.ca

Closing Date: February 20th, 2022

Please include 3 references – 2 professional and 1 personal

The Friends of Fundy is an equal opportunity employer.