

Employment Opportunity

Position Title: Artist in Residency Coordinator

Start Date: Flexible

Wage (hourly): \$24.00

Duration: Permanent Year-Round Position

Hours: 7.5 hours per week

Location: Dawson City, Yukon

APPLICATION DEADLINE: Accepting applications until the position is filled

The KIAC Artist in Residency program has been in operation since 2000 and has hosted over 300 artists. Artists come to Dawson City for periods of 4-12 weeks to work on their practice and engage with the community. This is a dynamic position, interacting with a wide variety of International and Canadian artists. The Residency Coordinator manages the program, which includes hosting the artists and assisting them with their needs in the community, coordinating upkeep of the Macaulay Residence House (owned by Parks Canada), and managing the call for artists and the selection process. The Artist-in-Residency program is a partnership between the Dawson City Arts Society (DCAS) and Parks Canada. This is a part time (7.5 hours per week) year-round position. Work hours are flexible.

The incumbent must be self-motivated and able to work cooperatively and productively in a dynamic environment. Organizational experience is imperative. General knowledge and understanding of regional, national, and international visual arts activities and issues as well as some technical ability related to the installation of gallery exhibits and presentations would be helpful.

The Residency Coordinator has responsibility for a broad range of activities related to the Macaulay Artist Residency including planning, facilitating, and reporting on activities.

Duties and Responsibilities include:

- Meet and orient visiting artists to the residency, KIAC, and the community.
- Organize the Residency Committee of KIAC members to welcome and engage with visiting artists.
- Facilitate activities related to the artist residency including, but not limited to, exhibitions, talks, workshops, community outreach and special events. This may involve working with other staff programmers.
- Maintain the Macaulay house residence, including arranging for janitorial, repairs, yard work, snow shoveling, fire extinguisher refills and general upkeep. This will also involve periodic inspections and involves liaising with Parks Canada, the building's owner.
- Report on, make recommendations, and envision the future of the residency programs and operations with the DCAS Board and Parks Canada.
- Coordinate and work with the Residency Committee to manage submissions and the selection process.
- Develop and maintain the residency budget.
- Develop marketing and advertising to enhance residency related activities, including promoting the partnership with Parks Canada.
- Represent KIAC and DCAS as residency spokesperson as required. Act as liaison with Dawson City Music Festival, Yukon School of Visual Arts (SOVA), and Dänojà Zho Cultural Centre regarding their allotted residency slots.
- Perform general administrative duties related to the residency including reporting, reception and correspondence.

Qualifications:

- Excellent time management and organizational skills with ability to manage diverse workload in a dynamic environment
- Effective spoken and written communication skills and good interpersonal skills
- Ability to work flexible hours, often outside the normal business day to accommodate meetings, events, and social activities
- Computer literacy for word processing, preparation of spreadsheets, email and internet use
- Ability to lift and carry up to 20 lbs and carry out occasional physical labour. For example, set-up/takedown of tables, chairs and/or equipment for events.

Additional Assets:

- Familiarity with computer graphic design for producing marketing materials
- Awareness and understanding of contemporary, regional and national visual arts related issues and activities
- Knowledge and understanding of DCAS and KIAC aims and objectives
- Knowledge, understanding and appreciation of Tr'ondek Hwech'in culture
- Post Secondary education with visual arts related course work, or equivalent academic and work experience
- Practical understanding and experience in handling and transportation of artwork and installation of gallery exhibitions
- Class 5 Driver's Licence and access to a vehicle

KIAC is committed to providing equity in its presentation, programming, and employment for individuals who face systemic barriers. We encourage and prioritize applications from people from diverse backgrounds and identities.

To apply for this position, email or drop-off cover letter and resume to:

KIAC Hiring Committee

hr@kiac.ca

902 2nd Avenue Dawson City, YT

867-993-5005

There is no deadline for applications. The call for applications will be open until the position is filled.

Please be clear about which position you are applying for.

Include the subject title “[Your Name] Residency Coordinator Application”