

Employment Opportunity

Position Title: Gallery Director (ODD Gallery)

Start Date: May 21, 2024 (flexible)

Salary: \$39,720 to \$45,228 (\$25.46 to \$29.00 per hour) annually plus benefits*

Salary range based on experience

Duration: Permanent Year-Round Position

Work Hours: 30 hours per week (some weekends and evenings required)

Location: Dawson City, Yukon

APPLICATION DEADLINE: Monday April 22, 2024 at 11:59pm YT

The Klondike Institute of Art & Culture (KIAC) is a vibrant artistic and cultural centre at the edge of the Arctic that cultivates creativity through film, music, visual, literary, and performing arts. The ODD Gallery is a contemporary exhibition space housed in Dënäkär Zho / KIAC on the traditional and contemporary territory of the Tr'ondëk Hwëch'in peoples (Dawson City, Yukon). Dawson City is an eclectic and vibrant community in the heart of the Yukon's natural, cultural, and historic landscape. The ODD Gallery's year-round programming features solo and group exhibitions (selected and curated by committee) by regional, national and international visual artists. The gallery presents a wide array of outreach programming including artist talks, openings, lectures, screenings, youth programs and other special events and projects.

KIAC is seeking a permanent ODD Gallery Director. This is a 0.8 time (30 hours per week) year-round position. The hours are generally Tues-Fri 10am-5pm, with some evenings and weekends required for public programming, committee meetings, and special events. The position offers flexible scheduling and can be adjusted to meet the needs of the successful applicant. There is future potential for the position to be expanded to full-time hours to include managing the KIAC Artist-in-Residency program.

This is a dynamic position, working with a wide variety of artists and community partners to facilitate exhibitions and projects across a wide range of mediums and ideas. The ODD Gallery Director manages all activities related to and arising from the operations of the gallery including, but not limited to calls for submissions, selections with a volunteer committee, exhibitions, talks, workshops, community outreach, special events and projects (e.g. mentorship programs, partnership initiatives, etc.), and fundraisers. The ODD Gallery Director is responsible for all administrative duties related to the Gallery including budgeting, grant writing, reporting, marketing and advertising, documentation, contracts, and correspondence.

The ODD Gallery has a mandate to present culturally inclusive programming. We seek an individual for this position who will manage the gallery exhibitions, outreach programming and artist advancement through the lens of Indigenous reconciliation, decolonization, inclusivity, diversity, equity and accessibility. The ODD Gallery aims to present diverse experiences, identities, and stories through exhibitions and programming. We welcome applicants who can bring a combination of passion, ideas and experience in these areas to the Gallery.

KIAC is dedicated to being a diverse and inclusive workplace where individuals are valued and appreciated for their unique perspectives and contributions. 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.

Qualifications:

- Self-motivated with excellent time management and organizational skills
- Ability to work cooperatively and productively in a dynamic environment
- Excellent interpersonal and communication skills
- Ability to work flexible hours, often outside the normal business day to accommodate meetings, events, and outreach
- Computer literacy for word processing, spreadsheets, email and internet use
- A commitment to reparation and rebuilding of relationships with the Tr'ondëk Hwëch'in, Yukon First Nations, and Indigenous people
- Technical ability related to the installation and lighting of gallery exhibits and presentations
- Practical understanding and experience in handling and transportation of artwork
- Good general knowledge and understanding of local, regional/Yukon, national and international visual arts activities and issues

Additional Assets:

- Familiarity with computer graphic design for producing marketing materials
- Knowledge and understanding of KIAC's mandate, aims and objectives
- Knowledge, understanding and appreciation of Tr'ondek Hwech'in culture
- Post Secondary education including visual arts related coursework, or equivalent academic and work experience

***Benefits:**

- Extended Health and Dental Benefits for you and your dependants
- Travel benefit
- Starting at 3 weeks paid vacation, plus additional paid holiday between Dec 24 - Jan 1
- Progressive wage increases
- Professional Development and travel funding
- Flexible scheduling
- Free admission to KIAC Performing Arts and Film events, and half-price registration to workshops and programs
- Employment supports (additional training and accessibility supports)
- Culture of staff appreciation and a supportive work environment (ie. staff parties, events, etc.)

KIAC acknowledges that the wages offered do not fully reflect the value KIAC holds for our employee's work and contribution to the organization. This is currently under review and more competitive wages are being considered with respect to both the cost of living in remote Yukon alongside the nature of non-profit funding. In an effort to balance the lower hourly wage, KIAC offers an impressive benefits package to meet the holistic needs of staff.

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

By email: hr@kiac.ca. Include the subject title "[Your Name] Gallery Director Application"

In person to the KIAC office: 902 2nd Ave, Dawson City between 9am and 5pm Monday to Friday.

Deadline for applications is Monday April 22, 2024 at 11:59pm YT.

Please include a cover letter telling us about who you are, your relevant skills and experience, and why you are interested in the position. *Applications without a cover letter will not be accepted.*

For more information about the position and to request the full job description, please contact Capp Larsen at director@kiac.ca or call 867-993-5005.