

Job opportunity: JAR 2020 Residency Coordinator

The Junction Artist in Residence program (JAR) is a bi-annual program provided by the Junction Arts and Music society (JAM). JAR has selected Ontario based Métis artist Justine Woods to live and work in Haines Junction/Dakwakada and Kluane area this summer of 2020 for three months (June to August, plus a Gala presentation/fashion show October 3rd). JAR provides a stipend, housing, food and work material allowance for the artist. As well, we are responsible for providing the artist with opportunities to showcase her work, present herself to the communities and share her knowledge with an interested audience. We are excited to give her access to our communities, their culture and the surrounding land that will lead her to the collection she is going to present at the end of the residency.

The JAR Residency Coordinator is a key position in ensuring an amazing experience for everyone involved. Although the residency program totals four months, the actual work required for the Residency Coordinator is estimated at 100 hours. There will be peaks within the first month and again towards the end of the program. The preparation for the Gala presentation on October 3rd will take around one third of the estimated time, done mainly in September. In addition, there will be some follow up duties, totaling approximately 2-3 hours.

This job may be a perfect fit for you if you:

- Are living this summer and early fall 2020 in Haines Junction/Dakwakada
- Are familiar and connected within the local communities (First Nation and Non First Nation)
- Have good English language skills (spoken and written)
- Have a proactive communication attitude
- Have experience with computer programs such as Microsoft Office Suite and Adobe Acrobat and Photoshop
- Have experience managing social media platforms such as Facebook and Instagram
- Are organized, goal driven and self-motivated
- Are able to work as a team and delegate to others
- Have event organization experience
- Are familiar with report writing
- Are excited about the arts in the community
- Are at least 21 years old

What does the job include?

- Frequent written and oral communication with the residency artist Justine Woods and JAR/JAM directors
- Following up with action items, schedules, plans and decisions
- Planning and organizing events (one major in the fall, two smaller earlier)
- Supporting the artist by providing local knowledge and contacts
- Outreach to volunteers and other supporters/in-kind contributors
- Maintaining contact with the local communities and program supporters/shareholders
- Maintaining social media platforms
- Developing promotional items such as posters, mail outs, flyers
- Contacting and working with the press
- Overseeing budgets and spending
- Writing/drafting press releases, social media posts, etc.
- Writing a final report

What can you expect?

- You will receive a lump sum of \$3,000 (an hourly average of \$25 to \$30). Depending on your experience and organizational skills, you will need at least 90 hours to fulfill the expectations (around 30 hours are estimated for the final event alone). Additional unexpected tasks may come up while the residency takes place. This shall not exceed a total of 120 hours (120x\$25=\$3000)
- Support through communication with JAR/JAM directors, including Heiko Haehnsen (JAR Director)
- Support through the JAM administrator Caley Damen to help with writing, contacts, mail outs, design work, print work preparation and other administrative tasks.

Job Schedule

- June 1st to October 31st
- Preparation prior the job starts:
 - Update your community contacts
 - List your questions about organizational tasks, such as the events, etc.
 - Communicate your schedule to efficiently integrate the tasks of the job into other work schedules.
- June:
 - Initial meeting with JAR/JAM directors
 - Initial meeting with artist Justine Woods after her arrival
 - Organize and facilitate Opening Reception June 5th
 - Help the artist to settle in the community, introductions to key supporters/program shareholders, local sites, upcoming community programs
 - Prepare Workshop drop-in series for July and August
 - Communication with press, supporters, collaborators, public
- July:
 - Communication with press, supporters, collaborators, public
 - Unexpected task and requests from the artist or other stakeholders
- August:
 - Communication with press, supporters, collaborators, public
 - Reach out for volunteers, models, and assist with photo shoot
- September:
 - Communication with press, supporters, collaborators, public
 - Organize and prepare Gala show
 - Reach out for volunteers, supporters
- October:
 - Last minute action item for Gala show
 - Facilitate the Gala fashion show October 3rd
 - Organize the clean up
 - Write a program report no later than October 31st

Please provide us with a written application including the following documents by March 25, 2020 to hainesjunctionjam@gmail.com or junctionjar@gmail.com:

- Name, age and contact information
- A cover letter including:
 - Your connection/history to the communities in Haines Junction/Dakwakada
 - Your main occupation this summer and fall in Haines Junction/Dakwakada
 - Your relationship to the arts and why you'd like to do this job
- CV
- Please rate your experience level from 1 to 10 for the above list "What does the job include?" with 10 being very experienced and 1 being no experience at all.

Thank you for your time and effort and we appreciate your interest in the position.