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## POSITION

Assistant Project Manager, Koffler.Digital, Koffler Centre of the Arts

Start Date: February, 2019

\$17/hour

12 hours/week (part-time), 8 month contract

**Application Deadline:** February 10, 2019 at 11:59 pm

## JOB DESCRIPTION

The Koffler Centre of the Arts is hiring an Assistant Project Manager to aid in the production of an upcoming Koffler.Digital project. As a program of the Koffler Centre of the Arts, [Koffler.Digital](#) provides a free and accessible virtual space where artists working in the field of new media/new genres are able to experiment and develop new work; and where conversation and dialogue between artists, activists and creatives is encouraged and documented. We collaborate with artists, authors and individuals whose work engages issues affecting marginalized communities; who explore injustice and who look to spur constructive change and dialogue in regard to the current socio-political climate.

The project, titled *There are Times and Places*, is currently in development and production will continue over the course of 2019, with a public launch scheduled for Fall 2019. *There are Times and Places* is inspired by recent scholarship published by Elizabeth LaPensée, Loretta Todd and Homi K. Bhabha, and will commission four original works by contemporary artists, both Indigenous and non-Indigenous, practicing in digital media and formats, each exploring the various ways the Internet functions (or fails) as another kind of public environment. These artists will use their practices to investigate how social and intellectual interaction occurs in digitally constructed realities, and what kind of meaning we are able to locate in these spaces. The final works will be presented on Koffler.Digital.

Central to Koffler.Digital's programming throughout 2019, this project will enhance its artistic program in meaningful ways, supporting innovative approaches to storytelling and ideas exchange that honour complexity, provide immersive experiences and promote deeply ethical outlooks. It will also establish the basis for future engagement with diverse cultural communities, sharing the expressive potential of digital technologies and broadening inclusion through the arts. We are specifically committed to forming long-term relationships with communities of Indigenous artists, curators, and arts professionals as we work towards these goals, and to support this organizational ambition, as well as the production of this particular project, the Koffler has created a mentorship position to provide an opportunity for a young Indigenous person embarking on a career in the arts to become familiar with contemporary artistic practices in the digital/new media fields, as well as gain some additional experience with art administration. The amount of mentorship provided will be dependent upon the candidate's level of experience and will be decided upon between the successful applicant and the project director.

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## RESPONSIBILITIES

- Assist Director of Koffler.Digital in the effective execution and completion of project
- Liaise with Director of Koffler.Digital and offer input into design and logistics of project
- Carry out weekly operational tasks in an effective and timely manner
- Coordinate and execute weekly administrative tasks
- Help create and adhere to project timeline and calendar
- Consult with and gather information from artists and other parties involved in project
- Assist in social media strategy for project launch
- Contribute to the evolution of Koffler.Digital's methods and function in production of project
- Research and identify opportunities for additional funding and sponsorship
- Collect and organize evidence based data throughout project

## QUALIFICATIONS

- Demonstrable ability to undertake above responsibilities
- Lived experience as an Indigenous person in Canada
- Self motivated, able to work without supervision, highly organized, detail oriented and resourceful
- Strong research skills
- Strong writing and communication skills
- Strong problem solving, task and time management skills
- Experience communicating with diverse audiences and communities about the arts

## APPLICATION

Please submit the following by February 10, 2019:

- CV
- Cover Letter (500 words maximum)
- Three References
- Links to personal website and/or public social media accounts (LinkedIn, Instagram, etc.)
- Optional: One piece of documentation of former relevant project management experience

Please send only digital materials via email to:

### **Leticia Cosbert**

Director, Koffler.Digital  
Koffler Centre of the Arts  
[lcosbert@kofflerarts.org](mailto:lcosbert@kofflerarts.org)

Questions are welcome in advance of deadline. Only successful candidates will be contacted for an interview.

\* TD Canada Trust generously provides funding for this role.

\*\* The Aboriginal Curatorial Collective provided extensive support in developing this job posting.