

Plug In Institute of Contemporary Art

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Plug In ICA

Job Description

Position: Project Coordinator

Reports to: Executive Director

Contract: March 1 - September 30, 2017

Summary & Job Description

Reporting to the Executive Director of Plug In ICA, and in collaboration with all staff, the person in this position will coordinate a major public art project for Plug In. According to priorities established by the Director, the Project Coordinator will lead the successful delivery of an ambitious public art project, *Stages: Drawing the Curtain*. Working on average 40 hours per week, with variability as this position will be required from time-to-time to work evenings, and weekends.

For this public art presentation, Plug In has invited artists from around the world to contemplate the stage - its function as a platform; its meaning as a point of attention and its physical design. The sculptural 'stages' will take many shapes and forms but each is intended to be platforms for audiences to occupy, physically engage and contemplate. These projects will be positioned through out the city of Winnipeg in late August 2017.

While this position has a range of accountabilities that relate to ongoing Plug In operations, it is dedicated to the successful coordination of one large-scale project. The successful candidate will provide support and implement a major visual arts project working with the Director, the artists, Plug In staff, contractor and collaborators to implement various aspects of the project. Their responsibilities will be to:

- Coordinate implementation and delivery of a major visual arts project spanning the period of: March 1 to September 30 2017;
- Provide coordination of various aspects of a multi-facet public exhibition project with multiple platforms, partnerships, venues, artists, curators, other staff, volunteers and timelines;

- Coordinate and liaise with partners and the Director, and provide administrative and logistical support for the project within available resources, and with the assistance of other Plug In staff and volunteers;
- Create and track timelines and deliverables that will include multi-venue exhibition spaces in diverse locations including Plug In, partner exhibition spaces, public, site-specific or commercial retail venues and any related requirements: security, insurance, staffing, safety and communications;
- Assist with the implementation of related publishing, marketing and communications of *Stages*;
- Coordinate various aspects of the commissioning of the new public works, supporting artists including: assessing and identifying required resources, ensuring communication flow between various staff, volunteers and participants;
- Track and report on project budgets (revenues and expenditures);
- Coordinate and liaise with partner organizations, assisting with good communications and successful delivery of the project;
- Coordinate volunteers;
- Track and ensure good communications and clear brand identity of the project and Plug In, taking into account Plug In's vision and mandate and other program activities, Strategic Plan, and those of project sponsors and partners;
- Conduct ongoing assessment of the project and provide feedback to the Director.
- Other duties as assigned.

Qualifications

The ideal candidate will have previous experience in communications, managing budgets, coordinating human and material resources, and an established track record in coordinating projects in the visual arts or with not-for-profit organizations.

Preferred three-to-five years previous experience in arts and project management (or combination thereof), and a relevant post-secondary education.

The candidate must have outstanding organizational and problem-solving skills and an excellent attention to detail. The candidate must have excellent communication skills (written and verbal), as well as familiarity with computer applications (including InDesign, Word and Excel).

An established and well-rounded grasp of current operations and issues in the not-for-profit public art gallery and museum field, previous experience with art production and dissemination, as well as an established professional network, are an asset. A passion for contemporary art is essential and a second language (preferably French) are an asset. A valid Driver's License is preferred.

This is a high-output position that requires good judgment in prioritizing competing demands.

Please submit a cover letter and CV to Angela Forget - angela@plugin.org by **Monday, February 20, 2017** at 4pm along with three references. Only applicants to be interviewed will be contacted.