

NEUTRAL GROUND

Artist-Run Centre

Neutral Ground is accepting applications for:
Interim Programming Director

About Neutral Ground

Neutral Ground is a non-for-profit charitable artist-run-centre that presents contemporary visual and media art. Since 1982, Neutral Ground has supported experimental practices by connecting audiences to the work of emerging and mid-career artists. Located in downtown Regina/Treaty 4 Territory with the aim of serving the needs of its constituent arts community, Neutral Ground's primary mission is to provide a professional venue for exhibition and presentations. Neutral Ground is committed to equitable hiring practices that reflect diverse communities.

Summary of Position

Reporting to the Board of Directors and the Administrative Director (AD), the Interim Programming Director will work to manage all aspects of the gallery's daily operations in order to engage the public in meaningful experiences with contemporary art.

The Interim Programming Director is an integral part of a small and collaborative team responsible for the day-to-day operations of Neutral Ground Artist-Run Centre. Responsibilities include: implementing programming for Neutral Ground's two exhibition spaces, overseeing programming events, managing programming budgets, grant writing and reporting, developing and maintaining partnerships within local and national arts communities and organizations, recruiting and supervising volunteers and contractual staff, and maintaining gallery premises and equipment. This position is an excellent opportunity for an artist or curator with a strong interest in artist-run centres, arts administration, and contemporary visual art practices.

The Interim Programming Director will work 32 - 35 hours a week. Four days a week at the gallery from 11 am - 6 pm (totaling 28 hours). The remaining 4 - 7 hours/week will be worked flexibly to fulfill job duties including exhibition/event installations and receptions, board meetings, fulfilling grant deadlines, and other duties as assigned.

Key Responsibilities

Programming

- Create and maintain exhibition schedules;
- Manage exhibition proposals including organizing selection juries and communicating adjudication results to artists;
- Coordinate workshops, artist talks, and other engagement activities including communications with artists, instructors, partners, and the public;
- Manage and distribute programming contracts with artists, writers, performers and partnering organizations;
- Manage turn-over of gallery exhibitions including installations and de-installations, lighting artworks, patching and painting walls and other exhibition needs in collaboration with exhibiting artists and the AD;
- Book travel and accommodations for non-local exhibiting artists;
- Oversee shipping and receiving of artworks;
- Organize events and exhibition receptions;

- Coordinate professional documentation of all programs and exhibitions.

Communication and Outreach:

- Foster a collaborative work environment through open and ongoing communication with the AD;
- Maintain a regular and high-standard of communication with colleagues, volunteers, interns, artists, partners, and members;
- Foster meaningful engagement with gallery visitors;
- Ensure promotion of Neutral Ground programs reach a wide audience by overseeing marketing strategies, including print media, radio, and social media;
- Maintain Neutral Ground's website to reflect current and upcoming programs while stewarding the ongoing development of Neutral Ground's digital archive;
- Support the AD and the Board in realization of strategic planning and visioning.

Financial and Operations

- Develop grant applications and reports to funders in collaboration with the AD;
- Assist with strategizing and organizing fundraising activities in collaboration with the AD and the Board;
- Work with the AD in the creation and maintenance of annual global budgets;
- Prepare programming budgets in consultation with the AD;
- Hire, manage, and supervise contractual staff.

Other

- Maintain regular and consistent office and gallery hours;
- Work in consultation with the AD to cover event staffing and staff absences;
- Maintain the gallery and office spaces in collaboration with the AD, including general maintenance and cleaning duties;
- Other duties as required in running a small not-for-profit art space.

Organizational Environment

Neutral Ground's administrative office is located in a mezzanine space; access to the office is via one flight of straight stairs. Neutral Ground is an equal opportunity employer. Candidates with disabilities will receive accommodation throughout the hiring process upon request.

Neutral Ground is committed to diversity and inclusion. We encourage applications from candidates who are members of racialized communities, women, Indigenous peoples, persons with disabilities, persons of minority sexual orientations and gender identities, and those with the skills and knowledge to productively engage within diverse communities.

Requirements

Bachelor of Fine Arts, Arts Administration/Management, Art History or equivalent post-secondary arts education or demonstrably equivalent experience; Experience with artist-run centres and/or non-profit organizations; A background in arts programming, administration and management is considered an asset; A solid understanding of Canadian contemporary visual art and related disciplines.

Competencies

- Ability to work both independently and collaboratively with fellow staff, volunteers, and Board members;
- Ability to proactively problem solve and a willingness to learn new skills in concert with diverse programming initiatives;
- Excellent time management skills and the ability to manage multiple overlapping projects;
- Clear and professional oral and written communication;
- Awareness of historically excluded communities and artists; including but not limited to Indigenous, newcomer, disabled, LGBTQIA2S+ and BIPOC communities;
- Understanding of regional identity as it relates to contemporary art;

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- Familiarity with the histories and operations of artist-run-centres, galleries, and/or non-profit organizations;
- Working knowledge or better of computer software and file management systems including:
 - Apple operating systems
 - Gsuite (Google drive, Docs, Sheets, Forms)
 - MS Office products (Word, Excel)
 - Adobe Creative Suite (Photoshop, Indesign, Illustrator)
 - Group emailing software (Mailchimp)
 - Social media platforms (Instagram, Facebook, Twitter)
 - Content Management Systems (Wordpress or similar)
- Gallery preparatory skills including but not limited to:
 - the use of hand and power tools
 - installing 2 & 3 dimensional artworks
 - lighting artworks
 - installing audio/visual equipment

Assets:

The following are considered assets but not requirements for candidates:

- Valid driver's license and access to a vehicle
- Comfort climbing ladders
- Language proficiency in a language other than English
- Visual or media arts practice

HOW TO APPLY

Application Deadline: **11:59pm on July 4, 2022**

Target Interviews Dates: July 20 and 21, 2022

Target Start Date: August 30 2022

Compensation: \$ 35,000 - 38,000 Annual

Term: One year contract, (covering a parental leave)

Please submit the following via email with the subject line “2022 Interim Programming Director” to: board@neutralground.sk.ca

- One page Cover Letter expressing your interest, experience, and capacity to meet the listed job duties;
- Curriculum Vitae (maximum 3 pages);
- The names and contact information for two - three references who can speak directly to the required job competencies.

Neutral Ground thanks all applicants for their time and interest in this position, though only those selected for an interview will be contacted.