



We're Hiring!

Title: **Research Series Coordinator** (3 month contract)

Wage: \$26/hr

Starting Contract: \$1,560.00

Timeline: January 1st - March 31st, 2021 (*averaging* 20 hrs/month)

DESCRIPTION

Young Lungs Dance Exchange is a not-for-profit artist-run support organization committed to the development, creation and presentation of contemporary dance and performance on Treaty 1 Territory, Winnipeg, MB.

YLDE's Research Series is designed to support the creative processes of artists from all disciplines engaging in dance and/or movement-based research, by providing resources such as artists fees, rehearsal space, and public presentation opportunities. The purpose of the residency is to allow for in-depth research, critical thinking, risk-taking, professional development, skill enhancement, and an exchange of ideas. YLDE is committed to nurturing the beginnings of the creative process with this Artist-In-Residency program.

We're looking for a Research Series Coordinator to manage all aspects of the 2021 Research Series. The ideal candidate will share with us a love for dance and the belief that dance should hold a vital and valued place in society. As well, they will have an excitement for the creative process, project planning, and engaging with people.

RESPONSIBILITIES of YLDE's RESEARCH SERIES COORDINATOR**Administration**

- Report to Managing Artistic Director
- Collect all necessary materials from all Research Series participants to promote the Research Series (Ex. Headshots, bios, etc)
- Liaise with contractors (Marketing & Communications Director, Research Series Tech Support, etc.)
- Liaise with selected artists to ensure all needs are being met, including technical support for virtual based projects and activities
- Collect photo consent from participants and the public at events
- Liaise with, and maintain positive relations to all those connected to YLDE (contractors, artists, funders, partners, stakeholders, etc.)
- Work within and maintain Research Series budget
- Maintain an organized filing system for all Research Series related documents
- Monitor and respond to emails
- Monitor work hours, budgeting time appropriately for work dense periods

Operations

- Oversee all Research Series activity
- Secure appropriate studio space/venues, and work with the online platform 'Zoom'
- Working with Research Series Technical Support, ensure all technical needs are being met for virtual based activities
- Working with Marketing & Communications Director, ensure all promotional material is being sent out in a timely and effective manner
- Ensure all necessary accessibility needs are being met
- Respond appropriately to evolving MB COVID-19 protocols
- Create rehearsal schedules for all participating artists in the Research Series as needed
- Administer contracts at the direction of Managing Artistic Director
- Organize and schedule public showings, and workshops
- Hire, and ensure proper documentation is taken for all Research Series event
- Work with EventBrite and organize registration for virtual events
- Coordinate volunteers and event staff needed for public activities
- Keep track of numbers, significant learnings/events, and write a final report summarizing the 2021 Research Series

QUALIFICATIONS for YLDE's RESEARCH SERIES COORDINATOR

<p>Knowledge, Skills & Abilities</p> <ul style="list-style-type: none"> • Excellent communication skills (written, verbal, and visual) • Strong independent work ethic, and excellent organizational skills • Strong project management skills, ability to handle projects end-to-end • Must be highly adaptable and able to work collaboratively • Must have a love for communicating with people, and deep respect for art • Must be willing to work occasional evenings and weekends to attend events • Must have an understanding of the online platform 'Zoom' • Must have access to wifi, work space, and a working computer
<p>Experience</p> <ul style="list-style-type: none"> • Must have experience in event planning and coordination • Experience working in dance, performance, and/or the arts is an asset • Experience working in the non-profit sector is an asset • Must have expertise in the areas of correspondence, time-management, budget keeping, and scheduling

Our Board of directors, Natasha Torres-Garner, Johanna Riley, Ali Robson, Alex Ramos, Jill Groening, Susie Burpee, Trevor Pick, Kayla Jeanson, and Hillarie Tasche, welcomes all humans to participate in YLDE activities, and strives to work on/with accessible platforms, and in physically accessible studios and venues. YLDE has a zero tolerance policy for any racial discrimination, transphobia, gender discrimination, misogyny, bullying, or sexual harassment. YLDE strives to be a safer space for everyone.

YLDE is committed to the principle of equitable access to employment, and welcomes applications from diverse backgrounds. We encourage you to self-identify in your cover letter.

If you are interested and qualified for this exciting opportunity, please submit a cover letter and resume by end of day, **Tuesday, December 8th, 2020** to Natasha Torres-Garner, Board Chair, Young Lungs Dance Exchange.

By email: younglungs.wpg@gmail.com with subject line: YLDE Research Series Coordinator

We thank all applicants for their expression of interest, however only those selected for an interview will be contacted.