



We're Hiring!

Title: **Research Residency Coordinator** (20 week contract)

Starting Contract: \$5,000.00

Timeline: November 27th, 2023 - April 26th, 2024 (*averaging* 10 hrs/week for 22 weeks, minus 2 weeks off unpaid for winter holiday)

## **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 Residency 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 Residency Coordinator to manage all aspects of the 2024 Research Residency. 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 RESIDENCY COORDINATOR****Administration**

- Report to Managing Artistic Director
- Collect all necessary materials from all Research Series participants to promote the Research Residency (Ex. Headshots, bios, etc)
- Liaise with contractors (Marketing & Communications Director, etc.)
- Liaise with selected artists to ensure all needs are being met, including technical support for any virtual-based 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 Residency budget
- Maintain an organized filing system for all Research Residency related documents
- Monitor and respond to emails
- Monitor work hours, budgeting time appropriately for work dense periods

**Operations**

- Oversee all Research Residency activity
- Secure appropriate studio space/venues, and work with the online platform 'Zoom'
- 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
- Create rehearsal schedules for all participating artists in the Research Residency as needed
- Administer contracts at the direction of the Managing Artistic Director
- Organize and schedule public showings, and workshops
- Hire, and ensure proper documentation is taken for all Research Residency events
- Work with Eventbrite and organize registration for events
- Coordinate volunteers and event staff needed for public activities
- Keep track of numbers, significant learnings/events, and write a final report summarizing the 2024 Research Residency

## QUALIFICATIONS for YLDE's RESEARCH RESIDENCY COORDINATOR

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

*Young Lungs Dance Exchange (YLDE) is located in Winnipeg, MB on Treaty 1 Territory. Our Board of Directors, Eugene Baffoe, Brooke Hess, Kayla Jeanson, Yuri Karube, Gabriela Ortiz, Sam Penner, and Nicole Shimonek, 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, **Monday, November 6th, 2023** to Kayla Jeanson, Board Chair, Young Lungs Dance Exchange.

By email: [younglungs.wpg@gmail.com](mailto:younglungs.wpg@gmail.com) with subject line: YLDE Research Residency Coordinator

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