

## CALL FOR ASSISTANT DIRECTOR

Full-time – 30 hours for five days per week / Evening and weekend availability a necessity.

Salary: \$36,000 per annum with 4 weeks of vacation

Benefits: Provided following a three-month probationary period

Start Date (flexible): October 2020

Application Deadline: September 5 at 5:00pm mst

Interviews: September 17 – 23

## ABOUT STRIDE GALLERY

Stride Gallery is located in Mohkinstsis, the traditional territories of Treaty 7 people. Our activities take place on the land that has been stewarded and cared for by the Blackfoot Confederacy (comprising the Siksika, Piikani, and Kainai First Nations), Tsuut'ina First Nation, and the Iyarhe/Stoney Nakoda people comprising the Chiniki, Bearspaw, and Wesley First Nations. The City of Calgary is also home to Métis Nation of Alberta, Region III.

Stride is a non-profit artist-run centre that supports contemporary art practices. We believe in art that addresses our current realities with urgency, criticality and care through which we can propose new ways of thinking and being. For these emergent practices, we provide various platforms such as exhibitions, public programs, performances, workshops, publications, and gathering. Through these programs, we aim to foster community participation and conversations around art.

An ideal candidate is a dedicated, community-oriented individual who would like to contribute to the future vision of Stride Gallery. The ideal candidate is someone who advocates for new possibilities in supporting artists and the arts community in an artist-run centre context that includes programming, organizational work, and ongoing conversations with the various communities we serve. The candidate will be supported to explore their vision of pushing these boundaries of programs and community engagement work, and will work collaboratively with the board and staff to realize these goals.

## EQUITY:

Stride Gallery is committed to equity in every aspect of our organization and acknowledges systemic inequities continually creates barriers to employment opportunities. We strongly encourage applications from equity-seeking communities, from individuals who are Indigenous, Black, People of Colour, Gender Diverse, LGBTQ, Two-Spirit, and Persons with Disabilities.

## JOB DESCRIPTION:

The Assistant Director reports to the Gallery Director and supports the gallery's exhibitions and community engagement initiatives, as well as various administrative tasks. The Assistant Director and the Gallery Director support each other in daily operations that include overseeing gallery programming with the Programming Committee, promotion and communication of gallery programming via the website, social media and advertising, exhibition installation, coordinating with artists, overseeing volunteers, and creating engagement initiatives. This position provides an excellent growth opportunity for a motivated artist, curator, writer, or a cultural practitioner with a strong interest in artist-run centres, gallery operations, and contemporary art practices.

**Overview of responsibilities:**

Support Stride's commitment to anti-racism, anti-oppression, equity, and inclusivity in all of its activities and internal structures. Through this lens, you will be responsible for:

- Oversee communication with artists and other participants at the gallery;
- Oversee the installation and deinstallation of exhibitions;
- Participate in the development of engagement, education and public programs;
- Assisting with the writing and editing of grants, exhibition essays, calls and promotional information;
- Maintain gallery premises, exhibitions, and equipment;
- Develop exhibition programming in conjunction with the Gallery Director and Board of Directors;
- Maintenance of the gallery website and promotional activities;
- Coordinate volunteers for major gallery events and day-to-day support;
- Assist in coordinating the annual fundraiser and various fundraising activities;
- Report to the Board of Directors at various board and committee meetings;
- General typing, filling, photocopying and collating, as required;
- Maintain office equipment and purchase office supplies as required;
- Any and all other duties as required.

**REQUIREMENTS:**

- The capacity to engage and honour dialogues around reconciliation, inclusion, equity and diversity.
- Flexible, respectful, and thoughtful to co-workers, artists and guests, volunteers, the local arts community, and the public.
- Community and social intelligence.
- Post-secondary education.
- Knowledge and interest in Canadian artist-run centres and broader contemporary visual culture.
- Experience with the handling, installation and deinstallation of artwork in diverse media

STRIDE GALLERY  
1006 MACLEOD TR SE  
CALGARY, AB T2G 2M7  
403. 262. 8507



- Excellent research, communication, organizational, computer, and writing skills.
- The ability to work in a deadline driven and collaborative work environment.
- The ability to take on and manage independent work initiatives and projects.
- The flexibility to work varied hours including evenings and/or weekends
- Ability to see beyond the parameters of the position and strive to contribute to an overall vision of Stride.
- An emotionally mature individual with strong self-awareness, and a willingness to learn.

Please send a cover letter and CV in a single pdf with the subject line Assistant Director Application to Areum Kim at [director@stride.ab.ca](mailto:director@stride.ab.ca)

Please send any additional inquiries about the position to the email address above.