



"To inspire the growth of traditional and contemporary west coast carving arts through celebration, education and relationship building."

Contract for Exhibit Coordinator

Position Title: Carving on the Edge Exhibit Coordinator

Role Overview

The Carving on the Edge Festival Society is seeking an Exhibit Coordinator to oversee the planning and delivery of an Art Exhibit in partnership with Naa'Waya'Sum Gardens. This role is highly independent and will require a candidate with strong organizational and communication skills, as it will be undertaken with limited supervision.

Key Responsibilities

Exhibit Planning and Coordination:

- Develop and manage the art exhibit work plan, including scheduling, logistics, and budget oversight.
- Coordinate with the Indigenous Community Outreach Coordinator on artist outreach, artwork preparation, and installation.
- Liaise with Naa'Waya'Sum Gardens as the project venue partner, ensuring smooth communication and planning.
- Coordinate venue logistics including display supports, accessibility considerations, and visitor experience.
- Manage communications and scheduling with featured artists, including artist talks, travel, and accommodations.

Exhibit Delivery and Events:

- Oversee on-site installation and takedown of the exhibit.
- Organize the staffing of the exhibit during its run (number of hours to be determined), ensuring visitor engagement and artist support.
- Coordinate opening and closing events, working with the Indigenous Community Outreach Coordinator and Board to ensure cultural protocols are followed.
- Support featured artist talks, workshops and other programming connected to the exhibit.

Communications and Art Buyer Engagement:

- Oversee exhibit communications, with a particular emphasis on outreach to art buyers and collectors.



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- Coordinate the creation and distribution of promotional materials, press releases, and invitations.
- Ensure that exhibit communications highlight participating artists and artworks available for purchase.
- Support development of a catalogue or digital record of the exhibit.
- Track sales and art buyer engagement metrics for reporting back to the organization.
- Oversee shipping and receiving of artworks, including delivery to the exhibit venue and shipment to buyers as needed.

Documentation and Reporting Support:

- Document the exhibit through photos, artist statements, and visitor feedback.
- Provide updates to the Board and Curatorial Committee as required.
- Support grant-related recordkeeping (though formal reporting will be managed by the Grant Contractor).

Qualifications

- Experience coordinating art exhibitions or similar cultural projects.
- Demonstrated ability to manage logistics, timelines, and budgets.
- Familiarity with Indigenous arts and cultural practices, or commitment to learning in this area.
- Strong communication and organizational skills.
- Ability to work independently with minimal supervision.
- Access to a computer and reliable internet connection.
- Experience working collaboratively with artists, curatorial committees, or community partners.
- Strong interpersonal skills, with an emphasis on relationship-building.
- Comfort liaising with diverse audiences, including artists, partners, and the public.
- Ability to create a welcoming and inclusive environment for visitors.

Term

Start Date: ASAP

End Date: March 31, 2026

Compensation

Up to \$35/hour (depending on qualifications), to a maximum of \$8,000 over the contract period.