



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

Contract for Workshop Project Coordination

Position Title: Workshop Project Coordinator

Reports to: Board of Directors (primary contact: Norma Dryden)

Supported by: Grant Contractor (Hélène Descoteaux)

Role Overview

To coordinate and implement three grant-funded workshop projects for the Carving on the Edge Festival, ensuring delivery aligns with the commitments made to funders and with the organization's vision and values.

Responsibilities

- Develop and oversee project work plans, timelines, and budgets for each grant-funded project.
- Coordinate logistics for each workshop or development day, including artist/facilitator scheduling, venue and materials, communications, and accessibility supports.
- Ensure project activities are delivered in alignment with the original proposals submitted to funders.
- Track and manage project expenditures within approved budgets.
- Maintain clear communication with the Board (via Norma Dryden) and the Grant Contractor to ensure obligations to funders are met.
- Provide documentation of activities (photos, participant feedback, attendance, etc.) for evaluation and reporting.
- Submit interim and final reports on progress to the Board, with support from the Grant Contractor.

Overview of Projects

1. **Carving with Robinson Cook** – Includes a 2-day introduction to wood carving workshop, and Carving Club sessions in spring and fall, fostering cross-cultural engagement and skills development. Completion deadline: December 31, 2025.



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2. **Traditional Indigenous Arts Workshops** – Four days of Indigenous-led workshops in carving and weaving, hosted in Tofino and Ty-Histanis, designed to support intergenerational learning and cultural exchange. Completion deadline: May 14, 2026.
3. **Youth Traditional Indigenous Arts Development** – Three days of traditional arts teachings for youth, including one session with a visiting Indigenous artist, supporting mentorship, cultural identity, and youth development. Completion deadline: June 6, 2026.

Term

Start Date: As soon as possible

End Date: June 6, 2026, or upon completion of deliverables (whichever comes first)

Compensation

The Contractor will be paid a total fee of \$4,050 for successful delivery of the above projects.

This contract is deliverables-based and not tied to an hourly rate.

Invoicing Schedule

- 25% (\$1,012.50) upon signing of the contract and initiation of work
- 25% (\$1,012.50) upon completion of 1 of 3 projects
- 25% (\$1,012.50) upon completion of 2 of 3 projects
- 25% (\$1,012.50) upon completion 3 of 3 projects & all deliverables (no later than June 6, 2026)

All invoices must be submitted to the Carving on the Edge Festival Society and will be payable within 30 days of receipt.