



## Installation Coordinator

Contemporary Art Forum Kitchener and Area (CAFKA) is accepting applications for the position of Installation Coordinator for the CAFKA 2023 Biennial, [Stay With Me](#). This is a limited-term, full-time position, reporting to the Director.

**Compensation:** \$20.40 - \$24.60/hr (commensurate with experience) 37.5 hrs a week paid semi-monthly.

**Application Deadline:** March 31, 2023

**Contract Length:** April 10 – August 12, 2023

CAFKA is a non-profit, artist-run organization that presents a biennial exhibition of contemporary art in public spaces that is free and open to the public. Guided by our Anti-Racism Action Plan and our ongoing work with cultural partners in the community, CAFKA designs collaborative, accessible and sustained public programming that does not tokenize the communities we serve and works to decentre whiteness. Cross-disciplinary partnerships with public art galleries, theatre groups, music festivals and other community organizations help us to expand our audiences and enhance our community impact.

Working as part of a tight-knit team, the Installation Coordinator will be responsible for all physical and technical aspects of art installations and public programs associated with the CAFKA23 biennial exhibition, scheduled to take place June 3 through July 22, also assisting with planning, scheduling, construction, and outreach activities.

### Responsibilities for this position include:

- Installation – managing all physical and technical details for art installations, performances, and events for the CAFKA23 biennial.
- Planning – working closely with the Director and Program Coordinator develop detailed installation plans and workback schedules, identifying equipment and site requirements, and other installation coordination related duties where assigned.
- Materials procurement – sourcing materials and equipment for installations and presentations, including projections and video-based events, and identify project needs (volunteers, specialized audio or video needs, etc.) May involve the construction of some items.
- Permits – Ensuring all projects have the required permits. Most will already have been negotiated by CAFKA staff.
- Health & Safety – ensuring that Health & Safety plans are approved by municipalities (Kitchener, Waterloo, Cambridge). Most will already have been negotiated by CAFKA staff. Ensuring that PPE and appropriate signage is provided when necessary at all

events. Ensuring other installers (including other staff and volunteers) have appropriate training. Arranging training if needed.

- Volunteer Management – Chairing CAFKA’s installation committee and delegating tasks to volunteers. Communicating volunteer recruitment needs to Development and Outreach specialist.
- Maintenance and Inspections – Conducting inspections (or overseeing other staff or volunteers conducting inspections) to make sure health and safety protocols are being followed, and maintenance is being performed as required, etc. Troubleshooting audio, video, electrical, or maintenance problems, including vandalism.
- Shipping – Managing the packing, shipping, and receiving of artworks and materials.
- Administration – Undertaking administrative tasks as needed.
- Public Programming – Assisting with public programming as needed.

### **Qualifications:**

- Previous experience with contemporary art installation in a gallery or public art environment; construction/building experience; familiarity with various installation techniques and technologies, rough and finish carpentry, lighting, video projection, and sound.
- Excellent planning and organizational skills as well as an innovative and solution-oriented approach to problem solving
- Knowledge of and experience with installation and presentation of new media and time-based work (audio, video, performance, etc.).
- Excellent communication skills, with an ability to delegate tasks to contractors and other employees or volunteers, as well as take direction.
- Must be detail-oriented, with particular attention to aesthetic details and artistic requirements, and have a strong desire to ensure any finished product meets safety standards.
- A team player dedicated to building a collegial and collaborative environment
- Capable of working on multiple projects independently and as part of a team
- Demonstrated commitment to anti-racism and anti-oppression
- Must be physically capable of climbing ladders and scaffolding, lifting up to 50lbs, standing for long periods of time and handling delicate objects.
- Ability to be flexible and manage competing priorities with tight timelines.
- Valid drivers license and access to a vehicle considered an asset.
- Experience with driving and maneuvering large vehicles and trailers is considered an asset.
- Working at Heights and other relevant certifications considered an asset
- Completion of a Degree or Diploma in Fine Arts, Visual Arts or other related field of study is considered an asset.
- Experience working in a contemporary art gallery is considered an asset.

### **How to Apply:**

Please submit a cover letter and CV in a single PDF to [cafka@cafka.org](mailto:cafka@cafka.org) with the subject “[your name] Installation Coordinator Application” by March 31th, 2023. We would prefer to receive applications electronically. Should you require accommodation at any time throughout the application process, please contact [operations@cafka.org](mailto:operations@cafka.org)

We thank all applicants, but only those selected for an interview will be contacted. Interviews will take place the week of April 3.

CAFKA is committed to anti-racism and anti-oppression. We invite individuals who reflect the diversity of our community to apply, including those who identify as Indigenous, Black, people of colour, LGBTQIA2S+ individuals, people with disabilities, and members of equity seeking communities. CAFKA is guided by an anti-racism action plan and engages in an accountability audit annually.