



Fogo Island Arts is a residency-based contemporary art venue that supports research and production of new work for artists, filmmakers, writers, musicians, curators, designers and thinkers from around the world. Since 2008, FIA has brought some of the most exciting emerging and renowned artists of today to Fogo Island, Newfoundland, Canada to take part in residencies and to present solo exhibitions at the Fogo Island Gallery. FIA also presents programs in cities across Canada and abroad, including the Fogo Island Dialogues interdisciplinary conversation series, as part of its international outreach. Combining contemporary art, iconic architecture and social innovation in a singular setting, FIA is a world-class institution that is uniquely rooted in community. FIA is an initiative of Shorefast, a registered Canadian charity with the mission to build economic and cultural resilience on Fogo Island.

The Opportunity

The FIA Residency Program Coordinator is responsible for the planning and day-to-day operations of Fogo Island Arts' residency program, including residency scheduling; artists' travel and support prior to arrival; studio, house and island orientations; calls for applications; planning and execution of residency events and public programming; and related administrative tasks. The Residency Program Coordinator acts as a resource and point of contact for artists-in-residence and special guests and facilitates connections between artists and the community. S/he plays a lead role in FIA communications, ensuring timely dissemination and promotion of programs and events across all FIA web, email and social media platforms as well as on Fogo Island.

What You'll Do

- Support the project manager in planning, monitoring, coordinating and documenting project activities
- Be in contact with residency participants before and after their stay on Fogo Island; lead residency logistics, including scheduling, travel, orientations, event preparations; etc.
- Lead the planning and execution of residency participants' presentations and events, and assist with the planning of other FIA and Shorefast events
- Assist with planning and execution of off-Island or virtual events such as dialogues, patrons' gatherings, etc.
- Be part of a team fostering communication between FIA and the local community, developing strategies to engage with diverse audiences on various levels
- Support with planning and installing exhibitions, publications, public programs, patron, and partner stewardship
- Assist with the training and supervision of interns and other temporary work placements (students, etc.)
- Act as the caretaker/main point of contact for Fogo Island Arts studios and residency participant housing, including upkeeping hospitality standards and scheduling maintenance work
- Support Development initiatives as needed (proposal drafting, etc.)
- Additional administrative tasks and operational support as needed

The Ideal Candidate:

- Undergraduate degree in relevant discipline, or equivalent knowledge and experience.
- Knowledge of or keen interest in contemporary art
- Demonstrated experience in project execution and communications, community-oriented project experience is considered an asset
- Exceptional interpersonal and teamwork skills
- Proficiency in Word, Excel, Canva, fluency in social media and web platforms (WordPress). Photoshop and Illustrator an asset.
- Excellent verbal and written communications skills in English (other languages an asset)
- A high degree of initiative, organization and attention to detail
- Proven ability to work independently as well as within a team
- Valid Driver's License is a requirement for this position

What we offer:

- An engaged, highly supportive and collaborative environment
- The opportunity to work and live in a thriving social entrepreneurship environment
- A commitment to recruiting, promoting, and training qualified individuals at all levels within the organization

To Apply:

Submit a cover letter & resume to careers@shorefast.org, subject line "Residency Program Coordinator,"

Deadline for Applications: **Until Filled**

Questions about this position may be directed to: Careers@shorefast.org

About Shorefast: www.shorefast.org | www.fogoislandinn.ca | www.fogoislandworkshops.ca

About Shorefast & Fogo Island: [Strange and Familiar](#)