



## **Job offer - General and artistic coordination**

(10 months contract / replacement for maternity leave)

Application deadline: May 25, 2023

Start date: August 23, 2023

### About Diagonale

Diagonale is a contemporary art center located in the heart of Montreal's dynamic Mile End district. Each year, Diagonale presents a program of exhibitions, research and production residencies, as well as access conferences related to its mandate. Approached as a plastic and reflexive object, it unfolds within artistic and theoretical projects by artists, curators and theorists who strive to think about fiber in terms of matter, concept or referentiality.

Diagonale is committed to the development of the local art scene and develops projects in its Montreal space as well as on a national and international level through privileged partnerships with institutional and independent counterparts.

For more information: <http://www.artdiagonale.org/>



### **Details of the position**

As part of its annual programming, Diagonale is looking for a person to provide general and artistic coordination:

#### Artistic

- Coordination of exhibitions
- Follow-up with artists and other partners
- Organizing the transportation of works (requesting estimates, following up with the transporter, customs clearance, museum institutions, etc.), if necessary
- Ensures the proper presentation of the exhibitions
- Ensure the logistics and contribute to the setting up/dismantling of exhibitions
- Ensure the reception of artists and curators
- Welcoming visitors and developing guided tours of the exhibitions for school groups

#### Communication

- Writing press releases, exhibition texts and their distribution
- Updating the website and the mailing list of subscribers
- Production of the monthly newsletter (Mail Chimp)

#### Administration

- Writing reports and grant applications (operations), in collaboration with the executive assistant
- Participation in the meetings of the Board of Directors
- Preparation and organization of the Board of Directors meetings (x 5/year) and the Annual General Meeting (x 1/year), in collaboration with the Executive Assistant
- Preparation and updating of internal and grant budgets (balance sheets and forecasts), in collaboration with the Executive Assistant
- Drafting of grant applications and reports (operating and projects), in collaboration with the executive assistant.

#### Human Resources

- Supervise the executive assistant and ensure that he/she carries out his/her duties

#### Other

- Any other related tasks pertaining to the exhibitions and activities of the center



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**Profile sought:**

- Relevant experience and proven expertise in exhibition organization and/or project management
- Degree in a relevant discipline (management of cultural organizations, cultural action, art history, museology, visual and media arts, etc.)
- A strong interest in contemporary art. Knowledge of artist-run centers would be a plus
- Good knowledge of computer tools (Word, Excel, Adobe suite, Mailchimp, Weebly. Knowledge of Simple Accounting/Sage 50 would be a plus)
- Autonomy in the tasks related to the position
- Ability to plan, organize and manage several files at once
- Ability to assess and manage problems
- Writing skills; written and oral communication skills; public speaking skills
- Thoroughness and punctuality
- Bilingual (French and English)

**Conditions:**

- 10 months contract (maternity leave replacement) - August 23, 2023 to June 29, 2024
- Work on site 4 days a week for the equivalent of 31 hours (Wednesday to Saturday)
- Attendance required at center activities (openings, artist presentations, conferences, etc.), both during the day and in the evening. Dates will be communicated in advance.
- Hourly rate: To be discussed, depending on experience
- Two weeks of paid vacation at Christmas



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Please send your resume, a letter of interest including the requested rate/hour and references by May 25th to the attention of the Diagonale Board of Directors:  
[administration@artdiagonale.org](mailto:administration@artdiagonale.org)

*Diagonale promotes diversity and inclusiveness and is committed to the principles of equity, transparency and access. We encourage members of the following employment equity groups to apply and self-identify: women, members of a visible minority group, Aboriginal peoples and persons with disabilities*

*We thank all applicants for their interest. Only those selected for an interview will be contacted.*