



APPLY NOW: Digital Projects Coordinator (Research Assistant)

This position is open only to graduate students of the Cultural Studies Department of Queen's University. This opportunity will form part of their funding through Cultural Studies.

Commitment: 260 Hours, September 1, 2024, to August 31, 2025.

Compensation: \$44.02 Hourly (\$41.14 + 7%)

Schedule for RA positions is determined in consultation with the Director.

The Digital Projects Coordinator will be responsible for ushering the Archives Website and the New Media Workspace into their next exciting chapters at Modern Fuel Artist-Run Centre.

The Digital Projects Coordinator will primarily be responsible for creating resources to showcase the technologies available and leading projects to further activate the New Media Workspace. Modern Fuel's New Media Workspace is a site for the production of media-based art practices for all our members and the public. It is a media lab that was developed in response to the lack of resources for artists working in audio and lens-based media and is dedicated to providing space for accessing, learning, and engaging with these innovative practices. The New Media Workspace aims to foster a growing community of media artists in Katarokwi-Kingston. The Digital Projects Coordinator will also be responsible for growing the Archives Website.

Through regular collaboration with the Modern Fuel Staff and Board of Directors, the Digital Projects Coordinator will develop strong teamwork and effective communication skills. The Digital Projects Coordinator will be responsible for managing multiple projects simultaneously and will therefore develop strong organisational and time management skills. The Digital Projects Coordinator will be in regular communication with members, presenting artists, community partners, and the general public and will thus be required to act in a professional manner as a representative of Modern Fuel Artist-Run Centre.

The Digital Projects Coordinator will be required to work across a variety of digital platforms such as Adobe Creative Cloud, Final Cut Pro, Logic Pro, Wix, and Wordpress, and utilise a wide range of equipment, such as cameras, video cameras, sound/recording equipment, and more. This will result in strengthened digital literacy skills.



RESPONSIBILITIES INCLUDE:

- Create a detailed inventory of technology included in the New Media Workspace.
- Develop social media and website content to showcase technology in the New Media Workspace.
- Create learning modules demonstrating how to use specific pieces of technology in the New Media Workspace.
- Work with the Executive Director to host a New Media Workspace Open House.
- Provide technology support during exhibition installation, as needed.
- Continue to build and develop the Archives Website.
- Work in collaboration with Queen's Archives to upload digitised materials to the Archives Website.
- Ensure a high degree of search engine optimization and ensure the Archives Website adheres to the Accessibility for Ontarians with Disabilities Act (AODA, 2016).
- The Digital Projects Coordinator will also actively participate in the overall functioning of the gallery, including but not limited to: marketing, writing about art, installing exhibitions, planning workshops, creating social media and traditional media content, and more.

QUALIFICATIONS

- Understanding of and experience with website designing platforms such as Wix and Wordpress.
- Strong creative thinking, writing, and communication skills.
- Curiosity and passion for contemporary art and media.
- Ability to work independently and as part of a team.
- Possess a working knowledge of Mac computer platforms, as well as familiarity with video, audio, and photographic equipment.

SUPERVISION

The Digital Projects Coordinator will be directly supervised and supported by the Executive Director of Modern Fuel, Maddi Andrews. Additional supervision and support will be offered by the Board of Directors.



HOW TO APPLY

To apply, please send a cover letter and resume to director@modernfuel.org. These documents should be saved and sent in a single PDF file, saved as "Candidate Name_Digital Projects Coordinator."

Modern Fuel values diversity in its participants and community, encouraging applications from all qualified individuals. While recognizing that the identity of each person is fundamentally plural, multidimensional, changing and evolving, we strongly encourage applications from individuals who are: Indigenous (First Nations, Métis, and Inuit), Black, POC, racialized (including recent immigrants), 2SLGBTQQIPAA+, neurodivergent, disabled, living with chronic illness and/or chronic pain. Modern Fuel is strongly committed to supporting a wide range of cultural identities and lived experiences, therefore we encourage applicants to self-identify in their application if they are comfortable doing so.

Accommodations can be provided upon request for those interviewees contacted for an interview.

While we appreciate all those who apply, we will only be contacting those under consideration for interviews.

Information collected will be handled in accordance with the Freedom of Information and Protection of Privacy Act.

ABOUT MODERN FUEL ARTIST-RUN CENTRE

Established in 1977 as the Kingston Artists' Association Inc., Modern Fuel Artist-Run Centre is a non-profit organisation facilitating the presentation, interpretation, and production of contemporary visual, time-based, and interdisciplinary arts. Modern Fuel aims to meet the professional development needs of emerging and mid-career local, national, and international artists, from diverse cultural communities, through exhibition, discussion, and mentorship opportunities. Modern Fuel supports innovation and experimentation and is committed to the education of interested publics and the diversification of its audiences.

Modern Fuel is situated in Kingston on the shores of Lake Ontario on the traditional territories of the Haudenosaunee and Anishnaabe peoples. Modern Fuel recognizes Indigenous peoples as the past, present and future caretakers of this land and are grateful to be able to live and work on this land as uninvited guests. The Kingston Indigenous community continues to reflect the area's Anishnaabek and Haudenosaunee roots. There is also a significant Métis community as well as First Peoples from other Nations across Turtle Island present here today. Modern Fuel is committed to honouring and upholding Indigenous sovereignty and self-determination. Furthermore, Modern Fuel acknowledges the historical oppression of lands, languages and cultures of the original Peoples in what we now know as Canada, and we deeply believe that the arts and arts organisations like ours can contribute to the healing and decolonizing journey that we all share together.