

Digital Artist Residency in Twillingate Program (2026)

PROGRAM COORDINATOR JOB DESCRIPTION

Grow Twillingate Inc. has a contract position available for the Digital Artist Residency in Twillingate (DART) Program Coordinator, who will collaborate with the DART Steering Committee and the Grow Twillingate Inc. Board.

The DART Program Coordinator will be responsible for the day-to-day operation of the artist's residency, accommodating one artist. The residency will last six weeks, and the majority of the coordinator's work is expected to occur during September & October.

Duties

Coordinator duties will include, but not be limited to:

- Handling marketing
- Working with the DART Steering Committee on securing jury members and organizing jury meetings
- Coordinating artists' travel to Twillingate and shipping Artist's materials
- Communicating with the Artist and responding to any needs that arise during the residency and providing general information on Twillingate
- Arranging welcome event, exhibitions and community engagement activities (securing venues, installation, communications)
- Overseeing the Project Budget
- Preparing a final report with project summary, recommendations and financial summary at the end of the program

Required Skills and Education

Experience working with contemporary artists in a studio setting and curating exhibitions will be an advantage.

- Strong organizational skills, ability to identify and prioritize tasks with minimal supervision, work independently, and take initiative
- Resourceful, hands-on and proactive
- Ability to work flexible hours.

Remuneration

The time commitment averages approximately 10 hours per week over 3 months, including some evening and weekend work. Salary to be determined based on experience and qualifications.

Application

Submit resume and cover letter by August 28 to: admin@growtwillingate.com