

# ARTEXTE

## **Programming Coordinator / Artexte Information Centre**

**Application deadline: August 11, 2025**

Artexte is a library and exhibition centre for contemporary art, with a unique collection (print and digital) of over 36,000 publications covering various aspects of the visual arts. The centre's mission is to conserve art documentation, support research in the collection both on-site and online, present exhibitions, new works and public events, and publish critical texts and artists' books.

### **Nature of the position**

Reporting to the General and Artistic Director and working in close collaboration with their colleagues, the Programming Coordinator is responsible for planning, producing, coordinating and managing all programming activities, including exhibitions, research projects, conferences, publications (blog and books), etc., rooted in and inspired by the Artexte collection. They act as host, representative and mediator for public activities, and ensure that collaborators and guests are welcomed in a professional and attentive manner.

### **MAIN RESPONSIBILITIES**

- Ensure the smooth integration of programming activities, one-time events and exhibitions with other Artexte activities;
- Plan the exhibition calendar and one-off activities in collaboration with the Communications Coordinator;
- Handle the management of and administrative tasks for each project (including follow-ups on invoices, agreements and receipts);
- Draw up contracts and ensure their follow-up;
- Maintain professional connections with artists, curators, researchers-in-residence and speakers in all administrative follow-ups;
- Apply for liquor permits for events, when required;
- Collaborate in the preparation of funding applications and reports;
- Supervise the hiring of various contractors (editing/proofreading/translation);
- Ensure project documentation and archiving;
- Supervise the selection committee for research residencies;
- Support researchers-in-residence;
- Collaborate closely with the collections team on special projects (Art+Feminism, for example);
- Participate in various working committees, including Prollection;

- Remain well-informed about current art practices in order to select projects and collaborators that would be relevant to Artexte;
- Search for authors for the Artexte blog (approximately 3 articles per year), and support and advise them;
- Curate an exhibition to showcase the collection;
- Coordinate publication projects with the support of management;
- Supervise volunteers or interns when required;
- Represent the organisation at external and internal events;
- Any other associated tasks.

## **QUALIFICATIONS**

- University education in art history or visual arts;
- At least five years of professional experience in the cultural field;
- Knowledge of the Canadian contemporary art milieu;
- Experience in developing artistic and community partnerships;
- Familiarity with publishing processes;
- Leadership, initiative and creativity;
- Strong communication, networking and teamwork skills;
- Strong planning and organizational skills;
- Fluency in English and French, spoken and written;
- Office computer skills.

## **CONDITIONS**

- Permanent position at 28 hours per week;
- Hourly rate between \$22 and \$24 per hour, depending on experience;
- Certain benefits offered (reimbursement of public transit costs / quality of life support);
- Regular schedule from Tuesday to Friday, with occasional evening and weekend attendance at events;
- Start date: end of August 2025

Artexte is an employer adhering to the principle of equal access to employment. We encourage all candidates who identify as women, trans and/or non-binary persons, as well as Indigenous, Black and persons of color to apply. We also encourage people with disabilities to apply. Accommodations will be made during the hiring process, as needed.

Candidates can submit their application to the hiring committee at the following address:  
[soumissions@artexte.ca](mailto:soumissions@artexte.ca) before August 11, 2025 at 11:59pm.

Only selected candidates will be contacted.