

Student Exhibitions Coordinator Role:

Student Exhibitions programming is a partnership between the Emily Carr Students' Union and the Libby Leshgold gallery to support students to plan, curate and exhibit group shows at the University during three set times in the Fall and Spring semesters.

Overview:

The student coordinator will be selected for one academic year term to take the lead on Student Exhibitions programming and to co-ordinate and facilitate the Student Exhibitions Selection Committee. This team will be supported by the Emily Carr Students' Union and the Exhibitions Office of the Libby Leshgold Gallery.

The role is for the Fall and Spring semesters. The ECSU has the option of offering an extension on a yearly basis.

Coordinator Selection Process:

The student coordinator role is selected by a committee of the Students' Union. Members of the search committee shall not be candidates for the position.

Committee members include:

- Internal Affairs Coordinator
- ECSU Chairperson
- Racialized Community Coordinator
- Executive Director

The selection committee may seek perspective from the Gallery staff about the applicants and if it wishes, invite Gallery staff to join in on application review or interviews in an advisory capacity.

Compensation:

The coordinator position is a volunteer position compensated on a semesterly basis by honorarium. The honorarium is \$1500 per semester for the Fall and Spring semester

and is based on an estimate of 75 hours of work. The role is not paid hourly and will not be compensated for hours above 75 per semester.

Program Structure:

The Emily Carr Students' Union and the Libby Leshgold Gallery will coordinate to offer Student Exhibitions as a student-driven program, providing exhibitions opportunities for students.

On an annual basis, the ECSU and the Gallery determine a schedule for one 10 day exhibition in the Fall semester and two 10 day exhibitions in the Spring semester. These dates have been set and are subject to change if required to respond to extenuating circumstances.

Fall Student Exhibition:

Install – Mon. November 6th

De-install – Fri. Nov. 17th

Spring Student Exhibition #1:

Install – Mon. Jan. 8th

De-install – Fri. Jan. 19th

Spring Student Exhibition #2:

Install – Mon. March 4th

De-install – Fri. March 15th

Role:

The student in this role takes a lead on the Student Exhibitions programming coordinated through the Students' Union, and in coordination with the Libby Leshgold Gallery. For the Fall 2023 semester, Students' Union and Gallery staff will support the work of the Call for Submissions in order to adhere to timelines.

Duties of the role include:

Promotions and Awareness of Student Exhibitions Programming:

The Co-ordinator is expected to increase the Student Exhibition's visibility and opportunities available to students through the areas below. ECSU staff are available to support the access to these digital and physical spaces.

- Monitoring the email inbox: studentexhibitions@ecuad.ca and responding to inquiries. Referring any questions you are unsure of to the Students' Union staff or the Exhibitions/Gallery staff.
- Maintaining a presence through the ECSU Student Exhibitions office on an ad-hoc basis. Consistent office hours are not required, but some availability in the office can assist students to learn more about the opportunities.
- Monitoring the @ecustudentexhibitions instagram and using it to share information about the call for submissions processes

Supporting the Call for Submissions:

The coordinator will take a lead to administer the Call for Submissions, including:

- Reviewing and updating the template Call for Submissions content as needed
- Creating physical copies of posters to put around campus. Support is available from the Students' Union for printing.
- Promoting the call for submissions on the student exhibitions' website and Instagram

Leading the Implementation for Exhibition Dates:

The coordinator will be the key student lead for the implementation of three exhibition slots during the academic year. Support for the process includes:

Submission Review, Selection + Preparation:

- Confirming an annual timeline and gallery bookings with the Exhibitions Office of the Libby Leshgold Gallery based on proposed set dates
- Working with ECSU staff to connect with the standing Exhibitions Selection Committee. The ECSU will maintain this committee with 7-9 students for the purposes of confirming selection criteria, reviewing group submissions, and selecting shows for the available spaces and times.

- The work for the co-ordinator includes: communication with the selection committee members through email and the slack platform to set-up meetings
- Communication with Gallery staff to invite them to selection committee meetings
- Preparation work in advance of the two call for submissions periods.
- Identifying and preparing documents that support students in preparing submissions. Considering the preparation of a submission template that provides clarity and structure for the submission process.
- Working with the ECSU, the Gallery and the Selection Committee to finalize a Terms of Reference for the Selection Committee

Preparation for Installations and Exhibitions:

- Connecting with Gallery staff to ensure familiarity with installation procedures
- Informing students who did not have proposals accepted and providing feedback from the committee if requested
- Informing students who had shows selected and communicating information about installation procedures and timelines
- Liaising with Gallery staff as needed to support install and de-install
- Leading promotions for Exhibitions dates. Co-ordinating with ECSU staff and Gallery staff for support when needed
- Working with the Committee to host a show reception during the Exhibitions dates. Co-ordinating with ECSU staff and Gallery staff for support when needed
- Supporting de-install and communicating with curators on expectations for timelines and clean-up.

Identifying Areas for Growth or Change within Student Exhibitions Programming:

- Co-ordinating with the elected members and staff of the Students' Union to identify areas of potential growth for Student Exhibitions programming
- Helping to adjust the details of the Student Exhibitions Coordinator role in response to feedback from the Exhibitions Committee, the Students' Union program support and Gallery staff