

## **INCUBATOR Lab Art / Science Research Coordinator**

### **Part – Time employment**

20 hrs/week x 24.00/hour x 11 months =

21,120.00 x 1.14 vacation pay = **24,076,80**

INCUBATOR Lab is looking for an organized and enthusiastic part-time coordinator for research / creation activities at the intersection of art, science and ecology. INCUBATOR Lab, directed by Dr. Jennifer Willet, is growing to include 2 facilities (INCUBATOR Lab and INCUBATOR Studio) and 5 research assistant positions. INCUBATOR will be hosting numerous large and small art / science events annually for the next five years. Dr. Willet is also working on several bioart research projects that will be published and exhibited in Canada and internationally over the coming years.

The Art / Science Research Coordinator will hold a central role in INCUBATOR Lab and contribute to the direction of research and creation outputs through developing and coordinating workshops, public events, and grant writing. The ideal candidate will have previous bioart experience, managerial and budgeting experience, and grant writing experience. This position will be responsible for systemizing INCUBATOR research activities, project management, and managing INCUBATOR employees and budgets. This person will prepare documents, manage INCUBATOR archives, manage external websites and social media, and some design work. The successful candidate be able to juggle multiple tasks and interactions with diverse students and partners, and have a flexible schedule to attend occasional events on evenings and weekends.

This position would be an ideal fit for an emerging artist or scientist looking to grow their bioart experience. This position could be renewable for up to 5 years with satisfactory performance.

**Please forward your resume and cover letter to Dr. Jennifer Willet at [jwillet@uwindsor.ca](mailto:jwillet@uwindsor.ca) on or before July 30, 2018.**

For more information, please contact Dr. Willet at [jwillet@uwindsor.ca](mailto:jwillet@uwindsor.ca) or visit:

[www.incubatorartlab.com](http://www.incubatorartlab.com)

[www.jenniferwillet.com](http://www.jenniferwillet.com)

#### Duties:

Coordinate INCUBATOR Lab research activities

Coordinate and develop bioart workshops, conferences, events

Public Speaking

Manage student employees, research assistants, and volunteers

Manage budgets, vendors, travel, and purchase research supplies

Manage INCUBATOR Lab documents and archives

Coordinate with other institutions and community partners

Coordinate with Internal UWindsor offices (SoCA, ORIS, Research Finance, Epicentre, etc)  
Grant writing  
Prepare reports, power points, posters, and other documents  
Update external websites and manage social media strategies  
Shipping and receiving of artworks  
Other tasks as assigned

Qualifications:

Minimum:

BFA or BSc  
Previous bioart experience  
Experience with public speaking, coordinating conferences / events / students  
Some managerial experience  
Some grant writing experience  
Print and web design experience  
Previous admin and budget management experience  
Microsoft Office (Word, PowerPoint, Excel) Creative Cloud (Photoshop and Illustrator)

Preferred:

MFA or MSc  
Drivers licence and vehicle

Qualities:

Excellent organizer, detail oriented  
Self-motivated  
Excellent interpersonal and communication skills  
Skilled academic writer  
Flexible schedule (some evenings and weekends)  
Public speaking  
Creative thinker  
Strong design sense