



Alberta Printmakers

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EMPLOYMENT OPPORTUNITY – Archive Assistant

Job Title: Archive Assistant

Organization: Alberta Printmakers' Society (A/P)
4025 4th Street, SE, Mohkinstsis/Calgary, T2G 2W4

Term of Employment: July 25, 2023 - September 2, 2023
(Full time: 30 hours per week for 6 weeks, Tuesday - Saturday; some evenings required)

Remuneration: \$16/hour

Application Deadline: **Monday, July 3, 2023.** Application instructions are below.

ABOUT THE OPPORTUNITY:

Alberta Printmakers (A/P) is seeking an enthusiastic individual who is community-minded, has a keen interest in public gallery practices, and possesses a passion for printmaking as a contemporary artform.

A/P has received funding to support this employment position through the Canada Summer Jobs program.

(Note: this opportunity was originally posted in March/April, 2023 and is being reposted due to delayed funding notification.)

ABOUT ALBERTA PRINTMAKERS (A/P):

A/P cultivates an inclusive and collaborative environment to learn about printmaking, to create printed works, and to pursue exciting artistic opportunities.

We demonstrate this through our publicly accessible Main Gallery programming, through our studio facilities and educational programming, and by regularly coordinating projects and events that foster artistic excellence and community engagement in printmaking and the arts.

Our gallery and studio are located in Mohkinstsis/Calgary, on the traditional territories of the people of the Treaty 7 region in Southern Alberta.

A/P has an open membership, is governed by a board of directors, and is operated by a team of three regular staff members, who reach out to volunteers in accomplishing A/P's goals. The nature of our work is inclusive, collaborative, and professional.

To learn more about A/P, visit www.albertaprintmakers.com

A/P is an equal opportunity employer:

A/P is an organization that embraces and respects diversity, where every employee, volunteer, or contractor is entitled to a working environment which promotes dignity and respect to all. No form of discriminatory behavior, intimidation, bullying or harassment is tolerated, and all employees are encouraged to develop their full potential and talents.

A/P encourages and welcomes applications from members of equity-deserving groups including members of Indigenous, Black, and racialized communities; persons identifying as LGBTQIA2S+; and persons with disabilities.

Accessibility in the A/P Facility:

A/P strives to accommodate the needs of our community members whenever possible. Our building is located near the 39th Avenue LRT Station and has free parking stalls located in front with an access ramp at the north end of the building.

Our space is mostly mobility friendly, however our washout sink area for printmaking processes, and our single stall gender neutral washroom are not wheelchair accessible.

FULL JOB DESCRIPTION:

Working under the supervision of the Executive Director, and in collaboration with the Programming and Engagement Coordinator, and the Studio Operations Coordinator, the Canada Summer Jobs participant will be primarily responsible for a range of duties related to establishing a digital archiving and cataloging system for the organization's extensive collection of 'studio proof' artworks (all created by artists who have developed artwork using A/P's studio facility), and our 34-year history of public programming (classes, exhibitions, events, etc.) and related ephemera.

The participant's key responsibilities will be related to (1) Digitally Archiving and Cataloging A/P's Collection of Artworks and Programming History, (2) Assisting with A/P Programming and Public Events, and (3) Performing Visitor Services and Administrative Duties.

DIGITALLY ARCHIVING AND CATALOGING A/P'S COLLECTION OF ARTWORKS AND PROGRAMMING HISTORY:

- Assist with developing and implementing a digital archive system A/P's artwork collection and programming history;
- Physical artwork handling, documentation, cataloging and filing;
- Review, organize, and catalog historical records and ephemera related to A/P programming;
- Digitally catalog and file of artwork and historical records;
- Assist with upgrading ongoing acquisition procedures for studio proof artwork acquisition of fine art prints developed by artists in the A/P studio; and
- Provide regular project updates to A/P staff and volunteer teams.

ASSISTING WITH A/P PROGRAMMING AND PUBLIC EVENTS:

- Assist with Gallery programming including exhibition installations and strikes;
- Assist with preparation and delivery of public events including scheduled artist talks and exhibition receptions;
- Assist with studio education programming, including preparation and setup;
- Assist and engage with active studio renters as required;
- Data entry and cataloging of A/P's studio inventory, which includes materials, tools, equipment, donations, etc.;
- Educate members of the public about printmaking and about A/P's activities; and
- Other duties related to gallery and studio operations and community programs as assigned by the Executive Director.

VISITOR SERVICES AND ADMINISTRATIVE DUTIES:

- Greet visitors and serve as a point of contact for the public (in-person, phone, and email);
- Process and track daily cash and credit transactions;
- Assist with general facility cleaning and maintenance; and
- Other administrative duties as assigned by the Executive Director.

Qualifications:

A/P recognizes many types of experience, including both academic and non academic, as well as paid and volunteer experience, etc.

The ideal candidate will possess:

- An interest in printmaking, artist-run culture, and the local arts sector;
- Experience and proficiency with handling artwork including works on paper;
- Experience with photo-editing using Photoshop or comparable software;
- Proficiency with Google Docs and Microsoft Office suite, including Excel and Word;
- Experience with data entry and database management;
- Strong written and oral communication skills;
- Strong interpersonal skills, with the ability to work independently and as a team;
- Organizational and time management skills, with the ability to multitask and prioritize to meet deadlines;
- Previous experience with printmaking techniques is an advantage, but not required.

This job position is funded through the Canada Summer Jobs program. To be eligible, the candidate MUST:

- Be between 15 and 30 years of age (inclusive) at the start of employment;
- Be a Canadian citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act**; and

- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with the relevant provincial/territorial legislation and regulations.
*International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.

HOW TO APPLY:

Email a cover letter and detailed resume outlining your experience to:
director@albertaprintmakers.com including “ARCHIVE ASSISTANT” in the subject line.

Applicants who may require accommodation during the application or hiring process are encouraged to contact A/P in advance so that we can work to support you within our capacity.

Applications must be submitted no later than Monday, July 3, 2023. Late applications will not be reviewed.

All applications will be reviewed in confidence, and assessed based on alignment of experience, interest, and overall fit with the job description and qualifications outlined above. Additional considerations include alignment with Canada Summer Jobs objectives and priorities, including a focus on improving access to the labour market for youth who face unique barriers to employment.

We thank all applicants for their interest, however only those selected for an interview will be contacted.