



Alberta Printmakers

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EMPLOYMENT OPPORTUNITY

Studio Operations Coordinator - Part time contract (1 year)

Job Title:	Studio Operations Coordinator
Organization:	Alberta Printmakers' Society 4025 4th Street, SE, Mohkinstsis/Calgary, T2G 2W4
Terms of Employment:	1 year part-time contract with the possibility of extension October, 2022 - October, 2023
Hours/week:	12 hours/week including a mandatory 2 days per week during gallery hours including Saturdays and 1 flex hour for working remotely throughout the week; some evenings and weekends as required
Remuneration:	\$18/hour
Application Deadline:	Interested Applicants must submit their application no later than Monday, September 26, 2022 . Application instructions are below.

ABOUT THE OPPORTUNITY:

Alberta Printmakers (A/P) is seeking an enthusiastic individual who is community-minded with a keen interest in the non-profit arts sector, and has experience both with printmaking techniques and with working in a shared studio setting.

This is a part-time 1-year contract position with the possibility of extension.

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 harrasment 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:

Reporting to the Executive Director and working together with Alberta Printmakers (A/P) staff and volunteers, this position is primarily responsible for managing the safety and maintenance of the A/P studio facility, and for contributing to the organization's visitor, renter, and community engagement experience.

Key Responsibilities:

STUDIO/FACILITY MAINTENANCE AND SAFETY (approx. 75% of time)

- Manage a regular A/P Studio maintenance schedule to ensure continued studio maintenance and safety including: monitoring the state and usage of the studio facilities and equipment; tracking and ordering supplies; and handling and mixing studio chemicals required for printmaking techniques
- Provide studio orientations and safety orientations to studio renters and volunteers
- Liaise with current and potential studio renters, providing in-person staff support to studio renters as needed
- Work together with staff and designated studio volunteers to oversee and ensure the safe and responsible use of the studio space and equipment
- Manage and update studio-use procedures as needed
- Work together with the A/P Studio Committee and fellow staff members to develop, implement, and assess systems for improving studio efficiency and safety

- Work together with the Executive Director to prepare and oversee studio and facility operations budget
- Regular facilities maintenance (i.e., sweeping, mopping, additional cleaning, etc. when required)

ADMINISTRATIVE AND PROGRAMMING SUPPORT (approx. 25% of time)

- Attend monthly staff meetings
- Assist with Studio Rental Program and rental procedures (i.e., assisting with managing the studio rental calendar, administering and filing studio contracts, and studio database maintenance as needed)
- Assist with educational programming, opening receptions, and special events as required (i.e., preparing workshop materials, event planning, setup, take-down, ordering materials, etc.)
- Occasional attendance and support during special events and fundraising initiatives
- Visitor service tasks and responsibilities including processing daily cash transactions, being informed about current A/P gallery exhibitions, liaising with all in-person visitors to the studio and gallery, and responding to in-person, telephone, and email inquiries
- Manage and maintain electronic and paper filing systems related to A/P facility and safety
- Work together with A/P staff and volunteers, including collaborating on volunteer printing projects for fundraising initiatives
- Other programming, admin, and communication tasks 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 have:

- Knowledge of and a passion for contemporary art and print-media
- Experience and/or knowledge of the following printmaking techniques: Intaglio (etching), silkscreen, lithography, relief (linocut and woodcut), and letterpress
Note: previous hands-on experience with all of the above is not mandatory, although experience with one or more is required.
- Experience with and knowledge of best practices for studio safety
- Strong interpersonal and customer service skills
- The ability to work independently and as part of a team
- Experience with invoicing and purchase orders
- Excellent organization and communication skills

- Proficiency with Microsoft Office suite, including Excel
- Time management and an ability to meet deadlines
- Administrative skills an asset
- Basic first aid training and WHMIS training an asset
- Volunteer and/or work experience within the not-for-profit arts sector an asset

Please note:

This position involves the safe handling, use, and disposal of some hazardous materials. Updated WHMIS safety training will be provided as needed.

HOW TO APPLY:

Email a cover letter and resume to: director@albertaprintmakers.com including “STUDIO OPERATIONS COORDINATOR” 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, September 26, 2022. 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.

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