



Alberta Printmakers

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EMPLOYMENT OPPORTUNITY – Assistant Art Gallery Administrator

Job Title:	Assistant Art Gallery Administrator
Organization:	Alberta Printmakers' Society
Terms of Employment:	June 15th - August 24th, 2021 (10 weeks, part time: 25 hours per week, with some evenings and weekends required)
Remuneration:	\$15.40/hour
Application Deadline:	Interested Applicants must email their cover letter and resume to director@albertaprintmakers.com no later than Monday, May 21st, 2021.

About Alberta Printmakers:

Operating since 1989, Alberta Printmakers' Society (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 Space Gallery programming and emerging artist satellite exhibitions, 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.

A/P has an open membership. It is governed by a board of directors and operated by the Executive Director and Studio Director, who reach out to volunteers in accomplishing A/P's goals.

A/P is located in Mohkinstsis/Calgary, on the traditional territories of the people of the Treaty 7 region in Southern Alberta, which includes the Blackfoot Confederacy (comprising the Siksika, Piikani, and Kainai First Nations), the Tsuut'ina First Nation, and the Stoney Nakoda (including the Chiniki, Bearspaw, and Wesley First Nations). The City of Calgary is also home to Métis Nation of Alberta, Region III.

A/P is an equal opportunity employer.

Job Description:

The candidate will work with the Executive Director and Studio Assistant to assist with a range of duties related to administering A/P programming and operations. Responsibilities will be related to (1) gallery/studio visitor services (2) special events programming (3) gallery maintenance and communications, and (4) administrative duties as required.

The candidate will report to the Executive Director, and will work with A/P staff, members, volunteers, and members of the board of directors. All on-site and in-person tasks will strictly adhere to up-to-date Alberta Public Health workplace guidelines and corresponding A/P health and safety policies. Any in-person activities will be done with appropriate social distancing precautions, and/or via electronic meeting applications, and if necessary, tasks may be adapted to remote working conditions.

Key Responsibilities:

GALLERY/STUDIO VISITOR SERVICES:

- Greet visitors and serve as a point of contact for the public (in-person, phone, email);
- Conduct gallery and studio tours for new visitors;
- Educate members of the public about printmaking and about A/P programming;
- Assist and engage with active studio renters, providing studio orientations as required;
- Assist with educational programming as required.

SPECIAL EVENTS PROGRAMMING:

- Assist with event and program coordination related to member and community events;
- Assist with opening receptions as required, including preparation and setup;
- Volunteer coordination including: producing and distributing volunteer calls, and managing volunteers during events and special projects.

GALLERY MAINTENANCE AND COMMUNICATIONS:

- General cleaning and assisting with gallery installations and strikes;
- Develop online/print communications and media releases associated with events;
- Assist with day-to-day gallery duties as assigned by the Executive Director.

ADDITIONAL ADMINISTRATIVE DUTIES:

- Process and track daily cash and credit transactions;
- Documenting and archiving A/P programs and ephemera;
- Regular database and file maintenance (i.e., membership, volunteer, attendance, etc.);
- Process regular membership registrations, expiry notifications, and renewals.

Qualifications:

The ideal candidate will have:

- An interest in artist-run culture, the not-for-profit sector and the local arts sector;
- Familiarity with art history, contemporary art, and have an interest in printmaking;
- Excellent written and oral communication;
- Strong interpersonal skills;
- Strong organizational and time management skills, with the ability to multitask and prioritize;
- The ability to meet deadlines, working both independently and under direct supervision;
- Intermediate computer skills in Microsoft Office;
- The ability to work both independently and collaboratively;
- Experience with Adobe Creative Suite is an advantage, but not required;
- 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
- is legally entitled to work according to 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 resume to: director@albertaprintmakers.com including "ASSISTANT ART GALLERY ADMINISTRATOR" in the subject line.

Applications must be submitted no later than May 21st, 2021. Late applications will not be reviewed. We thank all applicants for their interest, however only those selected for an interview will be contacted.