



Alberta Printmakers

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EMPLOYMENT OPPORTUNITY

Programming and Engagement Coordinator - Part time contract (1 year)

Job Title:	Programming and Engagement Coordinator
Organization:	Alberta Printmakers' Society 4025 4th Street, SE, Mohkinstsis/Calgary, T2G 2W4
Terms of Employment:	1 year part-time with the possibility of extension April, 2024 - April, 2025
Hours/week:	20 hours/week including a mandatory 3 days per week during gallery hours and 3 flex hours for working remotely throughout the week; some evenings and weekends as required
Remuneration:	\$20/hour
Application Deadline:	Interested Applicants must submit their application no later than Monday, March 4, 2024 . 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 community programming and with a variety of printmaking techniques.

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 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:

Reporting to the Executive Director, this position is primarily responsible for the management of Alberta Printmakers' (A/P) Studio Rental and Studio Education programs. This position will also work closely with A/P staff and community stakeholders, including Board-appointed committees where applicable. This position plays a key role in preparing and managing communications related to studio programs, membership, and volunteer engagement.

Key Responsibilities:

PROGRAM COORDINATION (approx. 50% of time)

Studio Rental Program

- Manage the Studio Rental Program;
- Develop, manage, and implement Studio Rental procedures, including the studio rental calendar, studio rental contracts, safety procedures, database management, etc.;
- Liaise directly with current and potential studio renters, serving as their main point of contact and support;
- Provide in-person renter assistance as needed;
- Work together with the Executive Director to prepare and manage studio rental budgets including developing updated financial forecasts as required;
- Develop and implement strategies to grow rentership; and
- Work together with the Studio Committee and fellow staff members as applicable to accomplish the above objectives.

Studio Education Program

- Manage the Studio Education Program;
- Develop, coordinate, and manage ongoing Studio Education Programming;
- Develop, manage, and implement Studio Education procedures, including the education program calendar, safety procedures, contracts, registration forms, database management, etc.

- Liaise with current and potential instructors to develop and schedule upcoming courses, administer instructor contracts, etc.;
- Manage course preparation as needed;
- Liaise with past, current, and potential course participants, serving as their main contact;
- Prepare and distribute course information to instructors and participants as needed, including course descriptions, experience requirements (if applicable), follow up materials, course evaluation/improvement surveys, etc.;
- Work together with the Executive Director to prepare and manage Studio Education budgets, including updated financial forecasts and monitoring monthly expenses and revenues, etc.;
- Develop and implement strategies to grow A/P's roster of printmaking instructors, and to grow participant enrollment;
- Work together with the Education Committee and fellow staff members as applicable to accomplish the above objectives.

STUDIO/FACILITY SAFETY (approx. 15% of time)

- Liaise with the Studio Operations Coordinator to update and oversee adherence to studio-use procedures, including the safe and responsible use of the facility and equipment;
- Provide studio orientations and safety orientations to all studio renters, volunteers, and in-studio instructors;
- Act as an emergency contact for studio renters, volunteers, educators, and course participants as applicable.

COMMUNICATIONS AND COMMUNITY ENGAGEMENT (approx. 25% of time)

- Prepare, circulate, and archive (where applicable) all promotional materials and ephemera related to the Studio Rental Program and Studio Education Program, which may include website products, online and paper announcements, invitations, posters, social media communications, etc.;
- Monitor and maintain the A/P website regularly, including updating and adding store products as required;
- Work together with the Executive Director and designated volunteers to manage A/P's social media accounts;
- Work together with the Executive Director to develop and implement strategies for membership/volunteer engagement and appreciation;
- Manage the member and volunteer database;
- Develop and circulate regular member and volunteer communications including member renewal notices, volunteer calls, etc.;
- Work together with fellow staff members and committees to assist with volunteer management as required;
- Work together with the Executive Director to prepare and circulate A/P's electronic newsletter.

ADMINISTRATION AND ADDITIONAL SUPPORT (approx. 10% of time)

- Attend monthly staff meetings;
- Manage and maintain electronic and paper files related to A/P programming, membership, and volunteer management;
- Assist with annual reporting with respect to the Studio Rental Program, Studio Education Program, and visitor attendance;
- Assist with opening receptions, special events and fundraising initiatives as required (i.e., planning, setup, take-down, ordering materials, etc.);
- Occasional attendance and support at 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;
- Coordinate and work with studio volunteers on printing projects for fundraising projects;
- 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:

- BA or BFA and/or 1+ years of management experience
- Experience with coordinating community programs
- Strong administrative skills
- Knowledge of and a passion for contemporary art and print-media
- Excellent organizational management and leadership skills
- Proficiency with Microsoft Office suite, including Excel, Word, Powerpoint, etc.
- Strong marketing, communications, and interpersonal skills
- Time management and an ability to meet deadlines
- Printmaking background and experience with studio safety practices an asset
- Experience with Wix, Adobe Suite, and mailchimp 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 “PROGRAMMING AND ENGAGEMENT 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, March 4, 2024. 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.