



9909 72 Ave NW
Edmonton AB, T6E 0Z2
studio72yeg@gmail.com

Studio Administrator

Part-Time Term Contract: 6 months, 20 hours per week, starting January/February 2019

Compensation: \$10,000.00 with free studio space for the duration of the contract (contract extension possible)

Schedule: Flexible hours to be negotiated

Deadline for Application: January 1, 2019

Opportunity: Edmonton's newest community driven, shared artist work space

This is an exciting contract opportunity for an energetic, creative, and community focused person with a strong understanding of arts administration and social enterprise. The Studio Administrator will work with the Owner/Manager to create an innovative shared space for local artists, artisans and makers in south Edmonton.

Studio 72 is a new organization with the goal to provide affordable studio space suitable for start-ups, designers, craftspeople, and artists. The studios provide a working environment that maintains a friendly and inspiring atmosphere where passionate and skilled individuals can work on creative endeavors and entrepreneurial undertakings of all kinds. Our goal is to create a vibrant and collaborative community with spaces and support for workshops, studio events and exhibitions, as well as various other art and entrepreneurial projects.

Overview

Reporting to the Owner/Manager, the Studio Administrator will take the lead in communicating the vision of Studio 72 and will help bring out a collaborative and engaged creative space through:

- attracting and maintaining full occupancy of the creative workspaces and incubator spaces
- creating a collaborative environment amongst the members
- ensuring that workspaces are fully operational and processes are running smoothly
- helping to establish Studio 72 as both an arts / enterprise and as an active contributor to the local and Edmonton community
- engaging in the wider community by attending events and networking with arts, community and social enterprise initiatives
- establishing meaningful relationships with external stakeholders.

Responsibilities

Marketing

1. Actively cultivate and acquire new tenancies and memberships for Studio 72 incubator and programming spaces.
2. Plan and implement all marketing campaigns to generate maximum occupation of incubator spaces and programming activities:
 - Develop and manage a social media marketing approach
 - Produce marketing materials, including brochures, flyers, posters, newsletters, ads (print and digital)
 - Develop programming to attract and engage occupants of Studio 72.
3. Work within the arts and local community to promote Studio 72 and develop strategic marketing and collaborative partnerships.

Coordination

1. Provide support in the planning, coordination and review of the development plan for Studio 72 services.
2. Participate in the development and implementation of goals, objectives, policies, and priorities for the management and growth of Studio 72.
3. Identify resource needs; implement improvements.
4. Meet with member tenants to identify and resolve problems.
5. Oversee, promote and coordinate specific activities within Studio 72.
6. Identify and prepare grant applications, develop and secure funding through grants, co-sponsorship, and individual donations.
7. Represent Studio 72 to the community; coordinate assigned activities with outside agencies and organizations.

Experience

- Working knowledge of the practices and procedures of arts administration, marketing, and social media.
- Project management experience would be highly desired.
- Commitment to the arts and social enterprise development.
- Knowledge of the funding environment for arts organizations.
- Familiarity with the principles and practices of budget preparation and administration.
- Experience working within the arts community.
- Experience and interest in working with volunteers.

Apply

Please submit a thoughtful cover letter and resume outlining your relevant experience and qualifications to: studio72yeg@gmail.com

We thank all applicants in advance. Only those candidates selected for an interview will be contacted.



Studio
72

EDMONTON'S NEWEST
COMMUNITY DRIVEN
SHARED ARTIST
WORK SPACE.

Edmonton's newest community driven shared artist work space is an environment suitable for start-ups, designers, craftspeople and artists. As a member, you will join the company of passionate and skilled individuals who make up the space, and who represent their own efforts in their own industries. Studio 72 provides a stable work environment and a strong sense of community amongst its members.



Studio
72

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