



Alberta Printmakers

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SUMMER EMPLOYMENT OPPORTUNITY – Programming Assistant

Job Title: Programming Assistant
Organization: Alberta Printmakers' Society
Terms of Employment: July 17 to September 11, 2019 (30 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 27, 2019.

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 gratefully acknowledges that our activities take place 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.

Job Description:

The candidate will assist the Executive Director and Studio Director in managing the day-to-day operations of the organization, and will be the lead organizer for A/P's annual Print It Yourself (PIY) Festival, which will take place in September, 2019.

The PIY Festival is an annual cultural event where members of the public of all ages (children through adults) are invited into A/P's gallery and studio to participate in a variety of hands-on printmaking activities facilitated by local professional print-artists. This event provides an opportunity for the public to learn about the art of printmaking and to learn about A/P, the A/P membership, and local artists.

The candidate will report to the Executive Director, and will work with A/P staff, members, volunteers, and members of the board of directors.

Key Responsibilities:

- Programming and volunteer coordination for A/P's PIY Festival;
- Coordinate the logistics of the PIY Festival, including budgeting, acquiring supplies, securing artists and volunteers, training volunteers;
- Prepare and distribute promotions and all communications related to the PIY Festival including media/press releases, posters, social media, etc.;
- Liaise with A/P stakeholders and event sponsors;
- Provide regular project updates to A/P staff and prepare project reports for the Board of Directors;
- Administrative and day-to-day duties for the organization including: welcoming and communicating with visitors, members, and community stakeholders; providing gallery tours and studio orientations; filing and office management tasks; gallery and studio maintenance; assisting with gallery installations and gallery strikes'; website promotions, etc.;
- Engaging the public with printmaking and A/P's activities and programming;
- Assisting with educational workshops as required.

Qualifications:

The ideal candidate will:

- Have a familiarity and interest in artist-run culture, the not-for-profit sector and the local arts sector;
- Possess some knowledge of 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 and experience with Adobe Creative Suite as well as website editors and platforms and social media;
- The ability to work both independently and collaboratively;
- Previous experience in project management an advantage;
- Previous experience with printmaking techniques an advantage.

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 a resume and/or Curriculum Vitae to: director@albertaprintmakers.com, including "PROGRAMMING ASSISTANT APPLICATION" in the subject line.

Applications must be submitted no later than Monday, May 27th, 2019. Late applications will not be reviewed. We thank all applicants for their interest, however only those selected for an interview will be contacted.

A/P is an equal opportunity employer.