



## Associate Manager, Studio

### Who We Are

As Canada's oldest and largest disability arts organization, Indefinite Arts Centre is a fun, fast-paced, dynamic work environment where we all collaborate to provide artistic training, creation and exhibition opportunities for people – of all ages - with developmental disabilities. As a creativity hub for artists living with disabilities, so often limited in their opportunities and choices, we blur the lines between professional artists, disabled artists, entrepreneurs, innovators, and storytellers by sharing their work internationally and re-shaping how the world views and appreciates their talents.

### Our Mission

Indefinite Arts Centre provides artistic training, creation, and exhibition opportunities for people – of all ages – with developmental disabilities, and shares the power of their creativity by advocating for their inclusion in the contemporary arts locally and abroad.

### Our Values

**Excellence** - We are an arts organization, supporting artists in reaching new levels of excellence. We strive for the highest standards in every facet of our work. We offer our artists the best platforms for training, creation, and exhibitions.

**Courage** - We are unapologetic social change agents. We always challenge the status quo. We have the courage to ask questions and test societal assumptions about diversity and inclusion.

**Empowerment** - We empower our team and our artists to harness opportunities to succeed and push boundaries. We empower our team and our artists to seek their fullest potential.

### Who We Are Seeking

A creative leader, to work closely with the Director, Artist and Program Development (DAPD) and lead our studio staff to understand and support the artistic needs of our participants and support our strategic direction. Working alongside and supervising the team of Studio Facilitators, the Associate Manager, Studio, will help implement a program plan that looks at the advancement of our artists through the self-directed studio and oversee the daily running of our studio, with the strategic foresight to bring outstanding artistic opportunities to artists at IAC.

As the Associate Manager, Studio, you will facilitate, mentor, and/or instruct our participating artists, carefully assisting them in reaching their goals as artists in all elements of the artistic process – from conceptualizing to exhibiting their works – within the boundary of ensuring that decisions made by the artists are theirs and theirs alone.

### Specific Accountabilities

**Team Leadership** - The AMS is responsible for the supervision of artistic instructor staff. Working closely with the Manager, Operations who oversees human resources and the DAPD, this responsibility will include, but is not limited to setting and reviewing short term and long term performance goals of direct reports; evaluating professional development needs; supervising practicums; recruiting and managing studio volunteers.

**Studio Operations** - Ensuring that the studio is well equipped and ready to meet the needs of our artists and their projects. Specific responsibilities include, but are not limited to overseeing the organization and cleanliness of the studio; identifying areas that require attention and reporting to the appropriate staff; supply management; managing documentation and organization of work produced in studio; providing guidance to studio staff and

volunteers; application of non-violent crisis intervention training; overseeing development and execution of community classes and instructors.

**Artists** – Lead and collaborate with all studio staff as they interact with our artists to help them identify their goals as artists; conceptualize new works; assist/instruct/facilitate in the creation of works; coordinate the proper framing or display of artists' finished works. Lead in the creation of individualized artist training plans and ensure that any suspected mental or physical health challenges are appropriately reported.

**Tracking** – Ensure that any governmental or DAPD reports and data are kept updated and circulated appropriately.

**Exhibitions and Other Event Assistance** - Ensure all studio staff, as required, assist with all Indefinite Arts Centre exhibitions and other events as requested. Tasks may include event set up and tear down; hanging of art pieces; working with the Coordinator, Programs & Exhibitions to ensure that any reporting/tracking contains relevant exhibition statistics.

### **Qualifications**

- Formal training in the visual arts is a strong asset. Relevant experience can be also considered.
- 2-5+ years in a facilitator, mentor, collaborator role in the arts.
- Experience working with individuals with developmental disabilities a strong asset.
- Exemplary verbal and written communication skills.
- Meticulous attention to detail.
- Strong team player.
- A mature attitude and ability to work autonomously in a collaborative environment.

### **The Details**

This is a permanent, full time salaried opportunity with a generous health benefits package, including vision, and RRSP/TFSA matching; professional development opportunities; paid vacation.

### **To Apply**

Submit your resume, with a cover letter, to Karly Mortimer, Director, Artist & Program Development, at [karly.mortimer@ouriac.ca](mailto:karly.mortimer@ouriac.ca) no later than February 21<sup>st</sup>, 2020.

All applicants must be legally authorized to work in Canada. Indefinite Arts Centre is an equal opportunity employer and committed to providing a work environment that is free of discrimination and harassment. Our employment decisions will be based on our organization's needs for this position and the successful applicant's qualifications.