



Alberta Printmakers

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EMPLOYMENT OPPORTUNITY – Temporary Part Time (Maternity Leave)

Job Title:	Interim Executive Director
Organization:	Alberta Printmakers' Society
Terms of Employment:	March 1, 2021 - October 15, 2021 (10 hours per week from March 1 - March 31, 2021; 25 hours per week from April 1 - October 15, 2021) Some evenings and weekends required.
Remuneration:	Salaried during the employment period stated.
Application Deadline:	Interested Applicants must email their cover letter and resume to director@albertaprintmakers.com no later than Thursday, December 31, 2020

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:

Reporting to the Board of Directors, this position is responsible for managing Alberta Printmakers' Society operations and the execution of its mandate. Primary responsibilities will include financial management under the direction of A/P's Treasurer, administrative duties under the direction of the Board of Directors, community engagement, overseeing A/P programming, and working collaboratively with the Studio Director.

Key Responsibilities:

PROGRAMMING (Approx. 25% of time)

- Scheduling and Coordinating Events together with the Special Events Committee
- Liaising with members and renters
- Managing program database, documentation and reports
- Assisting with course preparation as needed (purchasing supplies, etc.)
- Working with the Gallery Committee to liaise with exhibiting artists, schedule and prepare for gallery programming
- Post mail correspondence and shipping/receiving member communication (monthly e-newsletters, membership renewal, etc.)
- Other programming coordination as assigned by the Board of Directors

PUBLIC RELATIONS AND COMMUNICATIONS (Approx. 35% of time)

- Writing and distributing media releases and public service announcements
- Maintaining an information database of media contacts, arts support organizations and relevant community associations
- Giving media and publicity interviews
- Developing printed and digital publicity ephemera and archiving such ephemera
- Liaising with other artist-run centres, arts organizations, granting agencies, and the public to maintain A/P's presence in the Calgary arts community
- Coordinating internal communications between Board and committee members, members of the Society, volunteers and employees
- Liaising with visitors coming into A/P to see the gallery show and being informed about the current exhibition in order to answer any questions
- Managing and overseeing A/P social media accounts and website updates

FINANCIAL RECORD KEEPING AND ADMINISTRATION (Approx. 35% of time)

- Accounts receivable and accounts payable
- Budget management and forecast update development
- Monthly transactions reconciliations and reviewing bank reconciliations
- Serving as a signing authority for the Society
- Other funding and financial duties as assigned by the Treasurer and Board of Directors
- Attending and reporting to the Board of Directors at monthly board meetings
- Work together with A/P's bookkeeper on a monthly basis
- Liaise with A/P's Treasurer to respond to any follow-up required regarding A/P's charitable status application
- Checking the Society's PO box weekly
- Overseeing and supervising contract positions

STUDIO/FACILITY COORDINATION (Approx. 5% of time)

- Working together with the Studio Director to collaboratively accomplish studio goals and management, including facility maintenance
- Liaising with current and potential studio renters as needed, including giving studio orientation and safety orientations to new renters as needed
- Scheduling rental appointments as needed

Qualifications:

The ideal candidate will have:

- BA or BFA and/or at 1-2 years of management experience
- Strong administrative skills and financial literacy, including managing organizational budgets
- Knowledge of contemporary art and print-media
- Excellent organizational management and leadership skills
- Proficiency with Microsoft Office suite, including Excel, Word, Powerpoint, etc.
- Strong marketing and communications skills
- Experience with media relations
- Interpersonal skills related to engaging diverse stakeholders
- Excellent written and oral communication skills
- Time management and an ability to meet deadlines
- Experience with Wix, Adobe Suite, and mailchimp an asset
- Volunteer and/or work experience within the not-for-profit arts sector an asset

How to Apply:

Email a cover letter and resume to: director@albertaprintmakers.com including "INTERIM EXECUTIVE DIRECTOR APPLICATION" in the subject line.

Applications must be submitted no later than Thursday, December 31, 2020. Late applications will not be reviewed. We thank all applicants for their interest, however only those selected for an interview will be contacted.