



Alberta Printmakers

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EMPLOYMENT OPPORTUNITY

Studio Operations Coordinator - Part time contract (1 year)

Job Title:	Studio Operations Coordinator
Organization:	Alberta Printmakers' Society
Terms of Employment:	1 year part-time contract with the possibility of extension November, 2021 - November, 2022
Hours/week:	11 hours/week; 2 days per week during gallery hours including Saturdays; some evenings and weekends as required
Remuneration:	\$18/hour
Application Deadline:	Interested Applicants must email their cover letter and resume to director@albertaprintmakers.com no later than Friday, October 22, 2021

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 Executive Director and working together with Alberta Printmakers (A/P) staff and volunteers, this position is primarily responsible for managing the safety and maintenance of the A/P studio facility, and for contributing to the organization's visitor, renter, and community engagement experience.

Key Responsibilities:

STUDIO/FACILITY MAINTENANCE AND SAFETY (Approx. 75% of time)

- Work together with the Executive Director and Studio Committee to manage and update studio-use procedures
- Develop, implement, and assess systems for improving studio efficiency and safety
- Manage a regular studio maintenance schedule, including monitoring the state and usage of the studio facilities, supplies and equipment to ensure continued studio maintenance and safety
- Provide studio orientations and safety orientations to studio renters and volunteers
- Work together with staff and designated studio volunteers to oversee and ensure the safe and responsible use of the studio space and equipment
- Liaise with current and potential studio renters, providing in-person renter support as needed
- Work together with the Executive Director to prepare and oversee studio and facility operations budget
- Regular facilities maintenance (i.e., sweeping, mopping, additional cleaning, etc. when required)

ADMINISTRATIVE AND PROGRAMMING SUPPORT (Approx. 25% of time)

- Attend monthly staff meetings
- Prepare monthly reports for the Board of Directors
- Assist with educational programming, opening receptions, and special events as required (i.e., planning, setup, take-down, ordering materials, etc.)
- Occasional attendance and support during special events and fundraising initiatives
- Assist with Studio Rental Program and rental procedures (i.e., assisting with managing the studio rental calendar, administering and filing studio contracts, and studio database maintenance as needed)
- 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
- Manage and maintain electronic and paper filing systems related to A/P facility and safety
- Work together with and coordinate studio volunteers, including collaborating on volunteer printing projects for Society fundraising initiatives
- Other programming, admin, and communication tasks as assigned by the Executive Director

Qualifications:

The ideal candidate will have:

- Knowledge of and a passion for contemporary art and print-media
- Experience and/or knowledge of the following printmaking techniques: Intaglio (etching), silkscreen, lithography, relief (linocut and woodcut), and letterpress
Note: previous hands-on experience with all of the above is not required, although experience with some is an asset
- Experience with and knowledge of best practices for studio safety
- Strong interpersonal skills and the ability to work independently and as part of a team
- Experience with invoicing and purchase orders
- Excellent organization and communication skills
- Proficiency with Microsoft Office suite, including Excel
- Time management and an ability to meet deadlines
- Administrative skills an asset
- Basic first aid training and WHMIS training 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 and first aid training will be provided as needed.

How to Apply:

Email a cover letter and resume to: director@albertaprintmakers.com including "STUDIO OPERATIONS COORDINATOR" in the subject line.

Applications must be submitted no later than **Friday, October 22, 2021**. Late applications will not be reviewed.

We thank all applicants for their interest, however only those selected for an interview will be contacted.