



Alberta Printmakers

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EMPLOYMENT OPPORTUNITY – Art Gallery Manager Assistant

Job Title: Manager Assistant, Art Gallery

Organization: Alberta Printmakers' Society (A/P)
4025 4th Street, SE, Mohkinstsis/Calgary, T2G 2W4

Term of Employment: July 9, 2022 - September 3, 2022
(Full time: 30 hours per week; some evenings and weekends required)

Remuneration: \$16/hour

Application Deadline: Interested Applicants must submit their application **no later than Monday, June 13, 2022**. Application instructions are below.

ABOUT THE OPPORTUNITY:

Alberta Printmakers (A/P) is seeking an enthusiastic individual who is community-minded, has a keen interest in public gallery practices, and possesses a passion for printmaking as a contemporary artform.

This is a temporary full-time opportunity that is funded through the Canada Summer Jobs program.

ABOUT ALBERTA PRINTMAKERS (A/P):

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 Gallery programming, 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.

Our gallery and studio are located in Mohkinstsis/Calgary, on the traditional territories of the people of the Treaty 7 region in Southern Alberta.

A/P has an open membership, is governed by a board of directors, and is operated by a team of three regular staff members, who reach out to volunteers in accomplishing A/P's goals. The nature of our work is inclusive, collaborative, and professional.

To learn more about A/P, visit www.albertaprintmakers.com

A/P is an equal opportunity employer:

A/P is an organization that embraces and respects diversity, where every employee, volunteer, or contractor is entitled to a working environment which promotes dignity and respect to all. No form of discriminatory behavior, intimidation, bullying or harassment is tolerated, and all employees are encouraged to develop their full potential and talents.

A/P encourages and welcomes applications from members of equity-deserving groups including those members of Indigenous, Black, and racialized communities; persons identifying as LGBTQIA2S+; and persons with disabilities.

Accessibility in the A/P Facility:

A/P strives to accommodate the needs of our community members whenever possible. Our building is located near the 39th Avenue LRT Station and has free parking stalls located in front with an access ramp at the north end of the building.

Our space is mostly mobility friendly, however our washout sink area for printmaking processes, and our single stall gender neutral washroom are not wheelchair accessible.

FULL JOB DESCRIPTION:

Reporting to the Programming and Engagement Coordinator with the oversight of the Executive Director, the *Manager Assistant* will be responsible for a range of duties related to developing, planning, and coordinating A/P's studio, education, and special events programming.

Key responsibilities are related to: (1) Studio and Education Programming (2) Cataloging Studio Inventory and Archives, and (3) Visitor Services and Administrative Duties.

Key Responsibilities:**STUDIO AND EDUCATION PROGRAMMING:**

- Assist with development, planning, and coordination related to A/P's studio education programs and community events;
- Assist with programming delivery, including preparation and setup;
- Develop communications materials including publicity, program descriptions, and volunteer calls;
- Assist with volunteer coordination during programmed events and activities;
- Administrative duties related to planning upcoming Alberta Culture Days activities (September 2022).

CATALOGING STUDIO INVENTORY AND ARCHIVES:

- Data entry and cataloging of A/P's studio inventory, which includes materials, tools, equipment, donations, etc.;
- Develop an electronic catalog system for documenting A/P's Studio Proof artwork collection;
- Assist with upgrading ongoing acquisition of studio proofs of fine art prints developed by artists in the A/P studio;

- Assist with organizing physical artwork and ephemera archives using best practices for artwork handling.

VISITOR SERVICES AND ADMINISTRATIVE DUTIES:

- Greet visitors and serve as a point of contact for the public (in-person, phone, and email);
- Process and track daily cash and credit transactions;
- Educate members of the public about printmaking and about A/P's activities;
- Assist and engage with active studio renters as required;
- Other duties related to gallery and studio operations and community programs as assigned by the Executive Director;
- Assist with facility maintenance, including adhering to all COVID-19 protocols* and procedures developed by A/P that are regularly updated to align with all current public health recommendations and government guidelines.

*With respect to COVID-19, AP adheres to all up-to-date Alberta Public Health workplace guidelines and corresponding A/P health and safety policies and procedures. This position is intended for 'in-person' employment within the A/P facility, however all tasks can be and will be adapted to remote working conditions if necessary due to COVID-19.

Qualifications:

A/P recognizes many types of experience, including both academic and non academic, as well as paid and volunteer experience, etc.

The ideal candidate will possess:

- An interest in artist-run culture, the not-for-profit sector, and the local arts sector;
- Familiarity with art history, contemporary art, and have an interest in printmaking;
- Proficiency with Google Docs and Microsoft Office suite, including Excel and Word;
- Strong written and oral communication skills;
- Strong interpersonal skills, with the ability to work both independently and collaboratively;
- Organizational and time management skills, with the ability to multitask and prioritize to meet deadlines;
- Previous experience with project and/or event coordination is an asset;
- Proficiency in Adobe Creative Suite is an advantage, but not required;
- Previous experience with printmaking techniques is an advantage, but not required.

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 detailed resume outlining your experience to: director@albertaprintmakers.com including “MANAGER ASSISTANT - ART GALLERY” in the subject line.

Applicants who may require accommodation during the application or hiring process are encouraged to contact A/P in advance so that we can work to support you within our capacity.

Applications must be submitted no later than Monday, June 13, 2022. Late applications will not be reviewed.

All applications will be reviewed in confidence, and assessed based on alignment of experience, interest, and overall fit with the job description and qualifications outlined above. Additional considerations include alignment with Canada Summer Jobs objectives and priorities, including a focus on improving access to the labour market for youth who face unique barriers to employment.

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