

GENERAL DESCRIPTION

This is a permanent full-time position at 35 hours/week. Reporting to and working with the Executive Director, the Programming Coordinator leads and facilitates programs including but not limited to the Mentorship Program, Professional Development workshops, discussions and panels as well as managing our in-house gallery space, the Corridor Gallery. They will also produce and edit content for newsletters, website, social media and promotions. The Coordinator will assist with the development and coordination of special projects and fundraising initiatives. The Programming Coordinator is accountable for providing support services in a variety of administrative capacities for the Executive Director, the Board and any committees of VANS. They work with the Executive Director and other staff and volunteers to develop programs or special projects as required in pursuit of the organization's mission and goals.

POSITION REQUIREMENTS

Education: Post-secondary degree/diploma plus administrative training or equivalent experience.

Experience: Familiarity with office procedures and program administration through previous employment preferably in arts administration and/or the not-for-profit sector. Knowledge of visual art practices is essential and a familiarity with Nova Scotia's visual arts community is desirable.

General Skills – Highly motivated and well organized with a keen attention to detail; ability to manage multiple priorities in a fast-paced environment and possess the ability to work independently as well as work collaboratively with staff, instructors, artists and volunteers in a shared work environment.

Computer– Will have strong computer and internet literacy skills. Knowledge of word processing, e-mail, image editing, spreadsheet and database software is essential. Knowledge of specific programs: Microsoft Word, Outlook, Excel, Access, Adobe Creative Suite, Mailchimp and Wordpress is highly desirable. Must be proficient in a variety of social media platforms.

Interpersonal - Able to interact effectively with staff, volunteers, artists, partners and the general public. Must have a pleasant and patient telephone manner. Must contribute to a collegial, productive team atmosphere.

Communication - Must be an effective communicator with excellent oral and written skills, adjusting communication styles to a variety of contexts. Must be able to analyze problems and communicate solutions clearly. Will be comfortable with speaking to small groups.

Judgment and Initiative - Able to act independently and make sound decisions within the framework of established policies and direction. Must be capable of functioning in the absence of other staff members.

Working Hours: Willing to work flexible hours, including evening and weekends when necessary and occasionally travel outside of the city.

POSITION RESPONSIBILITIES

Administration – Provides administrative support to the Executive Director as needed. Helps coordinate volunteer engagement and partnership contributions. Regularly reports to the Executive Director and communicates regularly with the PAINTS Coordinator.

Office - Performs general office management tasks; answers inquiries about all aspects of our programs and general correspondence; maintains up-to-date records; maintains organized filing systems; assists with general housekeeping.

Programs – Delivery of programs and services to members and other interested parties.

Finances - Assists bookkeeper ensuring that accurate records are kept of all financial transactions.

Committees – Participates ex-officio on the Programming Committee and assists other committees in their volunteer work.

Board - Provides administrative support to the Board as required. Helps prepare for and attends Board meetings as required.

Planning - Participates in long-range planning and creative thinking for future priorities and programs for Visual Arts Nova Scotia.

General - Maintains knowledge of Visual Arts Nova Scotia's by-laws, policies, procedures and strategic plan.

OBJECTIVES

Working closely with the Executive Director, the Programming Coordinator will plan and develop new programming initiatives as well as deliver and evaluate current services and programming, making adjustments as necessary. They will assist with grant writing to government, arts councils, private foundations and other sponsors. They assist with other services and programming in conjunction with committees and/or other staff in support of our mandate.

The Programming Coordinator assists members on a day-to-day basis, researches and responds to inquiries in person, via telephone and email; maintains an active membership database, develops and seeks resource material for artists' use and assists in member recruitment.

The Programming Coordinator keeps informed and up to date on issues concerning the visual arts community; attends meetings, conferences and open forums representing Visual Arts Nova Scotia when necessary. Promotes a positive public image for the organization and encourages constructive relationships between Visual Arts Nova Scotia and other arts and community groups.

The Programming Coordinator speaks to small groups about the organization's mandate and issues of concern to artists. They promote Visual Arts Nova Scotia activities through effective press releases, social media, web content and printed matter and maintaining up-to-date information on the website.

The Programming Coordinator maintains a current knowledge of contemporary visual art, curating, exhibition and art practices, and marketing initiatives.

TERMS OF EMPLOYMENT

Visual Arts Nova Scotia is a small non profit service organization. The Programming Coordinator must be willing to assist in any capacity necessary.

Hiring Authority - Hired by the Executive Director.

Wages - As determined by the Executive Director in consultation with the Board.

Accountability - Accountable to the Executive Director.

Evaluation - Performance review after the first three months, then annually.

Overtime - Compensated by equal time off.