

## HARCOURT HOUSE ARTIST RUN CENTRE

operated by Where Edmonton Community Artists Network (W.E.C.A.N.) Society  
3<sup>rd</sup> Floor, 10215 – 112 Street NW; Edmonton, AB, Canada, T5K 1M7; [www.harcourthouse.ab.ca](http://www.harcourthouse.ab.ca)

Employment Opportunity

### **GALLERY SERVICES ADMINISTRATOR**

Harcourt House Artist Run Centre in Edmonton is an open, viewer friendly forum for the best in contemporary visual/new media arts, architecture and design. Since its inception in 1988, Harcourt House – operated by professional gallery personnel – has established itself as an important forum for the best in Canadian and international contemporary visual culture. It carries out its mandate by providing programs and exhibitions of the highest caliber in support of the local arts community and Edmonton audience.

Harcourt House Artist Run Centre is accepting applications for a position of **Gallery Services Administrator**.

**POSITION STATUS:** Permanent, full time position

**LOCATION:** Harcourt House Artist Run Centre; Edmonton, Alberta

**HOURS:** 35 hours per week (Tuesday to Saturday; some evenings/extra time required)

**SALARY RANGE:** \$34,000 - \$40,000 per year commensurate with education and professional experience

**APPLICATION DEADLINE:** Saturday, August 5, 2017

**JOB START DATE:** August 15, 2017 (or sooner if available)

**WEB LINK TO INSTITUTION:** [www.harcourthouse.ab.ca](http://www.harcourthouse.ab.ca)

**Please see the full job description with instructions for applicants here:** (electronic link)

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Harcourt House Artist Run Centre is seeking an attentive and extremely organized person to join our team at Harcourt House, contribute to our mandate in support of art, artists and communities, and fill the full-time position of **Gallery Services Administrator**.

The Gallery Services Administrator plays a key role at Harcourt House; one where staff, our tenants, members and donors expect a high level of commitment to Harcourt House's efforts and general professionalism. The Gallery Services Administrator is the front-line presence in the Administration area and provides key administrative support to the Executive Director and external accountant.

As a member of the Management Team, the Gallery Services Administrator is responsible for the operation and administration of the facilities of Harcourt House Artist Run Centre (Main Building + Annex Building), overall financial management and reporting, controllership and strategic financial planning. Responsibilities include, but are not limited to, day-to-day accounting (bookkeeping, accounts payable, accounts receivable, donations, tax receipts, payroll, financial statements, general ledger and investments in accordance with GAAP (Generally Accepted Accounting Principles).

### **JOB DESCRIPTION**

**Time Required:** 35 hours per week Monday to Friday; extra time required during the exhibition openings, fundraising events, special programs and public events.

**Summary:** The successful candidate will be reporting to Executive Director and working closely with Harcourt's programming team, and will play a critical role in the administration of Harcourt's facilities and overall financial management.

**Duties (including but not limited to):**

- Maintains and updates the filing system (both, electronic and hard copies) related to Harcourt House's operations, financial records, exhibition/education/public programmes (revenues/expenses), files of Harcourt House's Committees, and initiate new files as required
- Administers and monitors the financial system to ensure that Harcourt House's finances are maintained in an accurate and timely manner
- Maintains the accounts payable, receivable and charitable receipting systems, as well as exhibition/art education/special events/fundraising projects/tenants accounts, to ensure complete and accurate records of all monies
- Administers employee and contract program facilitators files and records in order to ensure accurate payment of benefits and allowances in accordance with HH Policies
- Administers bi-weekly payroll in order to ensure that employees and contract program facilitators are paid in an accurate and timely manner
- Prepares monthly government remittance
- Administers exhibiting artists fees and payments, including a guest curator's and catalogue writers honoraria according to CAR/FAC fee schedule to ensure that artists, guest curators and other professionals/contributors to the exhibition programs are paid in accurate and timely manner
- Manages the physical facilities of Harcourt House (Main Building + Annex Building), including addressing maintenance and repairs issues, and addressing studio tenants concerns/liasing with tenants and facility renters
- Ensures that tenant contracts are prepared and signed in a timely manner when up for renewal; collects tenant rent
- Manages all internal and external scheduling of the Annex Building Art Education facilities as well as non-exhibition related rental of the Harcourt House Gallery facilities
- Manages office supplies, including ordering all supplies for all departments of Harcourt House Artist Run Centre
- Prepares bank deposits on a regular basis and checks bank statements and financial records for errors
- Prepares the financial records for Harcourt's external accountant on the regular basis
- Assists Harcourt's internal accountant with a completion of bank and account reconciliation
- Assists Executive Director and Harcourt's external accountant with yearend reports and financial statements
- Assists Executive Director in preparation of the annual budget, material for audit and grant applications (municipal, provincial, federal and corporate funding agencies)
- Assists Executive Director in preparation for Casino Fundraisers (approximately every 16 month), i.e. scheduling the volunteers, filling Casino Volunteer Application Forms, mail-out the notices, etc.
- Meets regularly with Executive Director to develop short and long term schedules, priorities, projects, critical path planning for various activities (exhibition/art education/public programs,

fundraising/special project activities, Casino Fundraiser, Annual General Meeting of the Society, volunteer activities, etc.)

- Liaises with Harcourt's external accountant
- Interacts with artists, members of the WECAN Society, and event attendees in a professional and courteous manner
- Maintains professional working relationships with all contractors and suppliers
- Answers telephone calls and – when required – updates automated messages on the Harcourt's answering system
- Provides public with information related to the mandate of Harcourt House Artist Run Centre, personnel of the organization, hours of operations, current and upcoming programming activities and special events
- If required, replies verbally or in writing to public inquiries
- Assists Executive Director and the Volunteer Coordinator in preparation for the exhibition openings and other special functions (food, beverages, table arrangements), if required
- Coordinates and assists in general "house cleaning" of the Harcourt's administrative offices and the galleries
- Assists with other activities/projects/events, as required by Harcourt's Executive Director.

#### **Minimum Qualifications and Attributes:**

- Genuine interest in the non-for profit sector and in advancing the visual arts and culture of this City
- A Bachelor's degree in accounting and/or business administration
- Completed CPA (CA, CGA, or CMA) credential is preferred; candidates who are in process of obtaining a credential will be considered
- A minimum of three (3) years accounting and financial business experience, including knowledge of financial planning, budget management, audits, risk management, and financing
- Demonstrated knowledge and experience of statutes, regulations and financial requirements of both federal and provincial governments and their funding agencies (CRA, HRDC, etc.)
- Experience in implementing financial policies and procedures within an organization
- Advanced experience with accounting software (SAGE 50 Premium)
- Payroll experience, including Direct Deposit, CRA reporting (e.g., T4s, T4As)
- Advanced working knowledge of Microsoft Office programs
- Demonstrates the ability to work with minimal supervision
- Demonstrates the ability to multi-task, establish priorities, perform under pressure, maintain attention to detail and meet deadlines
- Self-motivated and creative

**Application Deadline: Saturday, August 5, 2017**

**Please email cover letter and resume in a single PDF file to:**

**Jacek Malec, Executive Director**

Harcourt House Artist Run Centre

3<sup>rd</sup> Floor, 10215 – 112 Street NW

Edmonton, AB, T5K 1M7

Email: [harcourted@shaw.ca](mailto:harcourted@shaw.ca)

**Applications without a cover letter will not be considered.** Harcourt House Artist Run Centre is an equal opportunity employer. We thank all who express interest in this position, however, only those selected for an interview will be contacted. No phone calls/emails please.