

## 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<sup>th</sup> Street NW; Edmonton, AB, Canada, T5K 1M7; [www.harcourthouse.ab.ca](http://www.harcourthouse.ab.ca)

Employment Opportunity

### **ART EDUCATION & VOLUNTEER COORDINATOR**

(Part-Time Position)

Harcourt House Artist Run Centre 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 public art institution dedicated to the best in Canadian and international visual culture. It carries out its mandate by providing programs and exhibitions of the highest caliber in support of the local arts community and the Edmonton audiences.

Harcourt House Artist Run Centre is looking to hire a **part-time Art Education/Volunteer Coordinator** who will achieve a standard of excellence in overall development of Harcourt's art education program, community-based project initiatives, as well our volunteer program, which reflect the Harcourt House's mandate. These principal activities are critical in building an understanding of art and its practices by engaging visitors of all ages and experience levels, with the goal of growing Harcourt House's audience participation and community engagement.

The Art Education & Volunteer Coordinator will be a collaborative leader who will serve as a professional and passionate advocate for public engagement with art, and is fueled by a desire to connect art and people.

**The position requires an individual with:**

- Genuine interest in the non-profit sector and in advancing the visual arts and culture of this City;
- Arts related degree from a recognized institution (preferably a B.A. in Art Education or in Art History; previous experience in art education and volunteer management is an asset);
- Proven administrative, customer service and art education experience (minimum 2 years);
- An excellent knowledge in various trends contemporary art and contemporary art practices;
- Experience with database management, excellent time management skills, and ability to multi-task and prioritize;
- Experience in volunteer management and marketing (minimum 2 years), excellent written and verbal communication skills; strong organizational and planning skills;
- Proficiency in a MAC/PC-based environment and MS Office and proficiency in social media environment;
- Demonstrated ability to work with minimal supervision in a team environment, helping to engender a strong sense of team spirit.

The position will play a defining role in the Harcourt House's art education offerings (with the connections to Harcourt's annual exhibition program), connecting Harcourt House with our community through innovative programs that challenge conventions. The position will also play critical role in building volunteer capacity for Harcourt's several extra-curricular activities: exhibition openings, assistance in installation/dismantling of the exhibition projects, special events, special projects, fundraising initiatives, and other community-based activities.

## **JOB DESCRIPTION**

### **Summary:**

The successful candidate will be reporting to Executive Director/Chief Curator and working closely with the Exhibition Programs Coordinator/Curatorial Assistant and the Gallery Services Administrator, and will play a vital role in the art education programming of and building volunteer capacity for Harcourt House Artist Run Centre.

### **General Information**

**Terms:** permanent part-time position; days/hours: Tuesdays and Thursdays from 12 pm to 5 pm; Saturdays from 10 am to 5 pm, with some evening work; extra time required during the exhibition openings, fundraising events, special programs, and public events.

**Remuneration:** \$15.00 - \$17.00 per hour commensurate with education and professional experience; payable semi-monthly (on 15<sup>th</sup> and the last day of each month) upon receiving a time sheet.

### **Job General Profile**

The Art Education & Volunteer Coordinator works in a community engagement context. It is a supervisory position with significant multi-task responsibilities including research, development and implementation of art education programs, workshops and special events, recruitment, training, scheduling, supervision and retention of the volunteer workforce. Additional hours for assistance to the Exhibition Programs Coordinator/Curatorial Assistant (if required) that relate to the exhibitions and art education programs, exhibition openings, seasonal opportunities, significant cultural days, special fundraising projects, and community celebrations.

The incumbent is familiar with principles and general administration/programming practices of artist run center/public art gallery, program delivery and community development, roles and responsibilities of the volunteer workforce in the artist-run center/public art gallery environment, have planned and implemented special programs and events, and have demonstrated abilities to multi-task, track details and meet deadlines.

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

### **A. Art Education Program Coordination**

- Researches, develops, implements and coordinates art education programs, workshops, community/public events and special fundraising projects which involve creation of programming curricula and execution oversight, decision making input on external resources, managing programs processes, coordinating meeting with the artists/facilitators of the art education projects, preparing, monitoring and distributing the budgets for the projects.
- Manages relationships with all involved art educators/facilitators and programs beneficiaries.
- Liaises with staff and summer interns on the development of media, marketing materials, announcements, and photo opportunities.
- Assists in development and delivering marketing programs and initiatives that drive traffic to our scheduled programs and events, and to expand our social media presence.
- Assists in dissemination of media/promotional material on the art education projects and special events through social media platforms.
- Is instrumental in developing new art education programs, workshops, community events and special fundraising projects, and maintains current art education programs/workshop projects and other events from concept to completion, ensuring they operate smoothly, efficiently, and generate maximum revenue and exposure.
- Responsible for all communications and networking in support of art education programs, workshops, community events and special fundraising projects, and assists with development of new opportunities to build community awareness.
- Develops systems, including surveys, program evaluation tools, etc. to measure quality programming.
- Coordinates and oversees data for tracking and analytics of results for quality program measurements and results and consolidates findings to support evidence-based programming.
- Responds to enquiries from the public about art education programs, workshops and other events, including assisting with media requests.
- Assist in identifying and developing partnerships with other arts/cultural/community organizations and cross-disciplinary ventures to implement collaborative programming.
- Acts as a liaison between the Harcourt House Artist Run Centre and the community-at-large, representing Harcourt House in a courteous and professional manner.

### **B. Volunteer Coordination**

- Recruits, schedules, trains, manages and stewards the Harcourt House volunteers.
- Manages and coordinates volunteers for various activities at Harcourt House: exhibition openings, special events, workshops, art education programs, fundraising events (including Casino), installation and dismantling of the exhibition projects, office support, and other activities.
- Manages current and develops new volunteer data base and web systems, and applies innovative systems where required.

- Manages volunteer communications through emails, social media and other communication platforms (recommended Volgistics – volunteer management software).
- Plans and executes volunteers' appreciation events and reward programs ensuring that all volunteers are recognized for their involvement.
- Fulfills requests for references as required by volunteers.
- Prepares and submits reports and analysis pertinent to Harcourt House's volunteers' workforce to the Executive Director on quarterly basis.
- Co-facilitates volunteer committees as required.

### **C. Other Duties**

- Answers phones and responds to public inquiries about current exhibitions, art education and special events programs, membership opportunities and other cultural offerings at Harcourt House.
- Acts as a Gallery Attendant on Saturdays.
- Provides clerical/administrative support if required.
- Assist Exhibition Programs Coordinator/Curatorial Assistant (if required) with the installation and dismantling of the exhibition projects in Harcourt's Main and Art Incubator Galleries and at Harcourt's off-site exhibition venues.
- General cleaning and facility maintenance if required.

**Application Deadline: Friday, June 1, 2018 @ 5 pm.**

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

Ms. Hadeel Othman  
 Gallery Service Administrator  
 Harcourt House Artist Run Centre  
 3<sup>rd</sup> Floor, 10215 – 112<sup>th</sup> Street NW  
 Edmonton, AB, T5K 1K7  
 Email: [harcourtinfo@shaw.ca](mailto:harcourtinfo@shaw.ca)

### **NOTES:**

- 1) **Applications without a cover letter will not be considered.**
- 2) **A cover letter should address the following:** why you desire to work in the arts/culture sector, your education background, experience in the development and delivery of art education programs, experience in customer services, administration, and volunteer development and management.
- 3) 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.**