



A non-profit, Artist-Run Centre with a 33 year history of interdisciplinary, contemporary art presentation in the Windsor-Detroit area, is seeking candidates for two positions: a Program Coordinator and a Technical Coordinator, as detailed below:

PROGRAM COORDINATOR

28 hours per week at \$15 per hour with occasional evenings and weekends as required. Additional hours compensated with time off in lieu of overtime pay. Flexible schedule possible with paid vacation, medical and personal leave and extended health insurance benefits. There is a 6 month probationary period for this position.

EXTENDED deadline for applications: 11:59 pm, September 29, 2015

Anticipated start date: November, 2015.

Duties

Working under the supervision of the Artcite Director and in accordance with the policies set by the Board and voting artist members of the centre, the Programming Coordinator is responsible for the general development, coordination and presentation of Artcite's program of contemporary visual art exhibitions and events.

The Program Coordinator will:

- solicit and process programming submissions from area, regional, Canadian and international artists and independent curators
- organize and facilitate programming meetings and complete follow-up related to all artists' programming submissions; schedule exhibitions and events; ensure the timely completion of artist-gallery contracts; communicate with presenting artists
- coordinate the shipping, installation and de-installation of gallery and off-site contemporary art exhibits and events
- coordinate documentation of exhibitions and events; archive related programming media coverage (compile print and on-line articles, obtain copies of broadcast and webcast features, etc.)
- act as main Programming spokesperson with the media, presenting partners, community stakeholders, artists and the public
- conduct formal and informal gallery talks
- organize press and media coverage and promotion for gallery activities, including writing program descriptions for media releases
- coordinate the design and distribution of on-line and print publicity. It is expected that such promotion and publicity will be produced and distributed in a timely and effective manner (i.e., comprehensive and strategic / targeted)
- meet with the public in the gallery, answer telephone and email programming enquiries

- attend weekly staff meetings with the Director and Technical Coordinator, and attend monthly Board meetings, programming meetings and relevant policy and other committee meetings

Minimum qualifications:

- a post-secondary degree in visual arts, museum studies, art history (with a concentration in contemporary art) or equivalent experience and a thorough knowledge and understanding of contemporary art practices and the guiding principles of Canadian Artist-run Culture.
- strong verbal, written and interpersonal communication skills
- an ability to communicate and work effectively with the public, community stakeholders, and granting bodies; the Program Coordinator is one of the first points of contact between Artcite, artists and the public.
- ability to represent the gallery in public and to granting bodies and community stakeholders
- proven success and experience in grant writing and reporting
- experience with new media technologies
- proficiency in various computer applications, including word processing, spreadsheets, graphic design, database management, web management and various social media platforms; knowledge of Mac-based environment preferred
- possess excellent organizational skills and ability to work both independently and within a team to meet deadlines. Must be flexible on work hours when grants are due and shows are installed, and work in a safe and efficient manner.
- must be in excellent physical condition, capable of performing the varying demands of gallery and off-site art installation and shipping and receiving art work.
- gallery work will take place on-site unless agreed otherwise. Candidates residing in Windsor or in the immediate Windsor area will receive preference.

In addition, the successful candidate will possess:

- demonstrated involvement or affiliation in the local arts community
- experience working in the non-profit sector and managing volunteers an asset
- proficiency in the French language (both oral and written) an asset

Extended deadline for applications: 11:59 pm, September 29, 2015

Applications should include:

a one-page letter of interest describing your skills and experience as they relate to this position; a curriculum vitae or résumé; 2 samples of critical writing and up to 3 samples of graphic design.

**Please email completed applications, as a single PDF, to:
hirecomm@artcite.ca**

Please write "Program Coordinator" and your first and last name in the subject line.
No telephone calls please.

Prospective candidates may be required to take a written and technical competency test.

Artcite Inc. is committed to affirmative action and employment equity; qualified diversity group members are encouraged to self identify on their applications. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

For more information on Artcite Inc., link to our web site: www.artcite.ca

TECHNICAL COORDINATOR

14 hours per week at \$15 per hour with occasional evenings and weekends as required. Additional hours compensated with time off in lieu of overtime pay. Flexible schedule possible with paid vacation, medical and personal leave and extended health insurance benefits. There is a 6 month probationary period for this position.

EXTENDED deadline for applications: 11:59 pm, September 29, 2015

Anticipated start date: November, 2015.

Duties

Under the supervision of the Administrative Coordinator and in accordance with the policies set by the Board of Directors and voting artist members of the centre, the Technical Coordinator is responsible for the maintenance and upkeep of all office and gallery equipment, and as such, will:

- provide technical assistance for gallery a/v equipment, office computers, printers, copiers, telephones, cameras and gallery surveillance.
- assist the Program Coordinator with the photographic and video documentation of gallery exhibitions and events; organize and maintain gallery archives of photographic, video and broadcast / on-line / digital and printed materials related to the organization's activities
- assist the Program Coordinator (where required) and the Administrative Coordinator in the production and distribution of printed and on-line promotional materials, including the design and layout of exhibition invitations, brochures, catalogues, etc.
- assist the Administrative Coordinator and Program Coordinator with face-to-face public relations in the gallery (answering phones and replying to emails), appreciating that this position can be one of the first points of contact between Artcite, artists and the general public.
- attend weekly staff meetings with the Director and Programming Coordinator and attend monthly Board meetings, programming meetings and relevant policy and other committee meetings.

Minimum Qualifications

- a degree or certificate in Visual Arts, Media Arts or equivalent experience.
- excellent technical skills which support the operations of the gallery, appropriate software skills and competency in the maintenance, set-up and operation of technical equipment for exhibitions and special events. Demonstrated proficiency with digital photography, video formats, data projectors, monitors, media players, audio equipment, etc.
- experience with new media technologies. Proficiency in various computer applications including word processing, spreadsheets, graphic design, web management and social media sites. Experience in Mac-based environment preferred. Excellent web support skills.
- the successful applicant will be self-motivated, possess excellent organizational and time management skills and work well with the team in a safe and efficient manner.
- the applicant must demonstrate an ability to meet deadlines and work well under pressure.
- flexibility with working hours is necessary when grants are due and shows are installed.
- knowledge and understanding of how contemporary art practices, in particular, relate to the philosophical principles underpinning Canadian artist-run culture.
- excellent physical condition, fully capable of performing the varying demands of gallery and off-site art installation and shipping and receiving art work.
- an ability to communicate and work effectively with the public and community stakeholders; the Technical Coordinator is one of the first points of contact between Artcite, artists and the public.
- work will take place onsite unless agreed otherwise.
- candidates residing in Windsor or in the immediate Windsor area will receive preference.

In addition, the successful candidate will possess:

- demonstrated involvement or affiliation in the local arts community
- experience working in the non-profit sector and managing volunteers an asset
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