



Are you on EI, or have been in the last 3 years?

— OR —

Have you earned more than \$2,000 in insurable earnings and paid employee EI premiums on those earnings in at least 5 of the last 10 years?

Looking for work experience and skills training?

JOB POSTING

DEVELOPMENT AND OUTREACH COORDINATOR – PRIDE IN ART SOCIETY

The Pride in Art Society (PiA) produces, presents and exhibits with a curatorial vision favouring challenging, thought-provoking contemporary art that pushes boundaries and initiates dialogue. PiA aims to educate and increase the public's understanding and appreciation of Gay, Lesbian, Bisexual, Transgender, Intersex and Two-Spirit art and culture (hereafter referred to as "Queer"). PiA presents the Queer Arts Festival (QAF), an annual artist-run, transdisciplinary festival, and SUM Gallery, one of the only permanent spaces dedicated to the presentation of queer art worldwide. PiA brings diverse, intersectional, and intergenerational communities together to support artistic risk-taking, incite creative collaboration and experimentation and celebrate the rich heritage of queer artists and art. We harness the visceral power of the arts to inspire recognition, respect and visibility of people who transgress gender and sexual norms.

We are currently searching for a Development and Outreach Coordinator to join our team!

The Development and Outreach Coordinator supports the senior staff in the delivery of the SUM gallery and QAF programming and as directed, provides administrative and clerical support. The Development and Outreach Coordinator works cooperatively to assist with the day-to-day operations of the Society, and in coordination of the programs.

The Development and Outreach Coordinator is someone who has a passion for the arts and awareness of the queer community and would like to gain more experience as an arts administrator within the arts and culture sector. This position reflects the local priorities of arts and culture, 2SLGBTQ+ community, programs and services for under-represented community groups. PiA places a strong focus on diversity; in staff and board recruitment, programming, partnerships and volunteer recruitment. As such the Development and Outreach Coordinator will be working with people of all ages and abilities from diverse backgrounds throughout their time at PiA.

Job Responsibilities:

1. Development:

- Assisting with grant applications and reports;
- Researching appropriate opportunities for fundraising including government, foundations, individual and corporate giving, and sponsorships;
- Implementing and maintaining sponsorship, donor, and member programs;
- Assisting in the coordination of fundraising events such as parties, silent auctions, donor stewardship events etc.

2. Community and Volunteer Outreach:

- Assisting in partner, sponsor, donor and volunteer outreach;
- Recruiting, coordinating and training volunteers; and,
- Statistical reporting related to gallery event attendance for CADAC for SUM gallery grant purposes

3. Marketing:

- Assisting in social media outreach; and,
- Contributing to the writing of press releases, newsletters, advertising, and maintaining websites.

4. General Support:

- Assisting senior staff as needed;
- Liaising with seasonal/part-time staff, including front-of-house, box office, volunteers and artists;
- Providing research, data and reports as required;
- Providing support at the SUM gallery and Queer Arts Festival; and,
- Maintaining expected confidentiality.

Qualifications and Experience:

1. Education or experience related to Arts Administration, Office Administration and/or Event/Fundraising Coordination;
2. Experience (volunteer or paid) in a non-profit setting; and,
3. Strong connection to and awareness of the arts and queer communities.

Competencies (demonstrated experience with):

1. Basic office skills;
2. Basic computer skills – Word, Office, Website, Excel, Data base; and,
3. Commitment, independence, initiative, and assertiveness skills.

Eligibility: *Candidates are only eligible if they have established a claim for Employment Insurance (EI) benefits, **or** have had an EI benefit period that ended within the previous 60 months; **or** have earned more than \$2,000 in insurable earnings and paid employee EI premiums on those earnings in at least 5 of the last 10 years, **and** have an Action Plan (AP) that identifies JCP as a reasonable goal to support their occupational goal.

How to Apply: Please contact your nearest Employment Services Centre (www.workbc.ca). For more information from Pride in Art Society, please email Maxim Greer at jobs@queerartsfestival.com.

Compensation: Maximum EI Rate (to be discussed with a WorkBC Case Manager). 32 hours/week

The Pride in Art Society is an equal opportunity employer and we invite all qualified applicants to apply. While we thank all applicants for their interest, we apologize that we will only be able to respond to those applicants who are selected for an interview.