



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

Office Administration 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 an Office Administration Coordinator to join our team!

The Office Administration Coordinator supports the senior staff in the delivery of the SUM gallery and Queer Arts Festival programming, and as directed, provides administrative support. The Office Administration Coordinator works cooperatively to assist with the day-to-day operations of the Society.

The Office Administration 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 office 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 Office Administration Coordinator will be working with people of all ages and abilities from diverse backgrounds throughout their time at PiA.

Job Responsibilities:

1. Financial and Clerical Support:

- Assisting in administering invoices, accounts payable, accounts receivable, expenses and bill payments;
- Responding to inquiries and concerns with regards to day-to-day finances;
- Maintaining financial management systems and information; and,
- Providing other financial support to the Operations Manager as directed.

2. Office Administration:

- Maintaining office calendars and coordinating office workflows;
- Coordinating meetings, creating meeting agendas, and assembling and distributing meeting packages;
- Answering telephones and greeting/interacting with clients, artists, vendors, volunteers and visitors;
- Maintains documents and records systems such as filing, memorandums, letters, and reports; and,
- Operating mailing and copying equipment and technology.

3. 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 and/or related experience in Arts Administration, Office Administration or Basic Finances;
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 – finance and administration;
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.