



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**

### **Programs and Accessibility 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 Programs and Accessibility Coordinator to join our team!

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

The Programs and Accessibility Coordinator is someone who has a passion for the arts and awareness of the queer community and would like to gain more experience in event planning and arts administration 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 Programs and Accessibility Coordinator will be working with people of all ages and abilities from diverse backgrounds throughout their time at PiA.

## **Job Responsibilities:**

### **1. Program and Accessibility Coordination**

- Coordinating and maintaining box office systems and procedures;
- Providing artists, donors, volunteers, and partners and with complimentary tickets and event details;
- Coordinating day-to-day outreach with general public, online and in-person for SUM gallery and QAF programming;
- Coordination of ASL interpreting services;
- Outreach to artists and providing information for gallery events and exhibitions;
- Ongoing development and communication of gallery accessibility strategy;
- Liaising with gallery event partners, artists, and volunteers at online and in-person events;
- Developing and updating gallery accessibility protocols for both online and in-person programs, including ASL translation, COVID-19 safety protocols, and general accessibility accommodations and instructions for the public;
- Assisting with broader programs outreach and accessibility strategies; and,
- Tracking and coordinating box office and audience development statistics and reports.

### **2. 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 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](http://www.workbc.ca)). For more information from Pride in Art Society, please email Maxim Greer at [jobs@queerartsfestival.com](mailto: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.