



This program is funded by the Government of Canada  
and the Province of British Columbia.

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

### Operations Coordinator – PRIDE IN ART SOCIETY

The Pride in Art Society (PiA) promotes the curation, presentation, visibility, and appreciation of queer art and artists, creating opportunities for dialogue among artists from different disciplines. PiA fosters inclusion, equality and a strong political voice for queer communities, including historical contributions. This is achieved through two major PiA initiatives: the Queer Arts Festival (QAF), an annual interdisciplinary arts festival; and SUM gallery, a permanent art space that presents year-round arts programming. We bring our diverse communities together in the intimate act of sharing as artists and audiences, as we dispel hatred through the visibility, recognition and celebration of 2SLGBTQIA+ lives.

We are currently searching for an Operations Coordinator to join our team!

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

The Operations 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 regard to day-to-day finances;
- Maintaining financial management systems and information; and,
- Providing other financial support to Senior Staff as directed.

### 2. Office Administration:

- Maintaining office calendars and coordinating office workflows;
- Coordinating meetings, taking notes, 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,
- Maintain office supplies and equipment;
- Operating mailing and copying equipment and technology.

### 3. Event Support

- Preparing and processing artist agreements and invoices;
- Coordinating hospitality, travel, and accommodation arrangements for artists and guests;
- Assisting with event logistics, including venue booking, equipment rentals, and supply procurement;
- Supporting event setup and teardown, ensuring smooth on-site operations;
- Working collaboratively with the Programming and Communications Coordinators to ensure event success, including scheduling, promotion, and audience engagement.

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

**Compensation:** Maximum EI Rate (to be discussed with a WorkBC Case Manager). 30 hours/week

**Duration:** This is a Fixed Term Contract of 35 weeks with the position ending on August 28, 2026.

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.