

Job Posting

Coordinator, Operations

Full-Time

Salary: \$35,000 + vacation and benefits

Primary Job Location: 221 E Georgia St., Vancouver, British Columbia.

Reporting to: Executive Director.

221A is a nonprofit cultural organization located in Vancouver, Canada with a mission to work with artists and designers to research and develop social, cultural and ecological infrastructure. 221A operates a series of distributed programs and services that includes Fellowships, Library and Public Art programs, as well as providing Artist Studio spaces across four buildings. Since 2017, 221A has been a certified Living Wages Employer.

221A is seeking applications for employment in the role of Coordinator, Operations. This new core position at 221A fulfills internal communications, deadline setting and workflow functions for the Society's programs and services, while providing meeting support for the Board of Directors and Board Committees. The Coordinator, Operations will enable the improved functionality and collaborative capacity of 221A's Pollyanna 圖書館 Library and Semi-Public public art programs, studio and tenant services, as well as organizational research and planning, facilities operation and financial management. The Coordinator, Operations also takes on core responsibilities for special projects relating to the Organization, such as the International Presence Program, multi-year Blockchain Cultural Research Study and Cultural Land Trust Study.

Qualifications

- **Education:** Post-secondary education (or equivalent) in visual art, art history, design, communications or a related field.
- **Experience:** 2+ years experience working in the nonprofit sector. Working in art, culture and community stewardship considered an asset.
- **Specific Capacities:** Excellent time management skills; capacity to learn, share and mentor others on new communications systems and methods; proven ability to work collaboratively, motivate and resolve conflicts with colleagues; exceptional proficiency with telecommunications including telephone, mobile phones, Google business services (email, calendar, docs/sheets, etc.), Skype or other video-conference software, Slack and Trello or other cloud-based workflow, teamwork and project management software; and proficiency with Apple and Microsoft Operating Systems, Microsoft Office, Wordpress CMS and Adobe CS. Knowledge of processes for non-profit management, international travel, conceptual understanding of land trusts and blockchain technology considered an asset. Attainment of a driver's license is preferable.
- **Language:** English proficiency. Second language fluency considered an asset.

Working Conditions

- Work weeks are typically 5 days, 6 hours per day with irregular hours surrounding deadlines and events. Candidates must be comfortable with flexibility in their work schedule and self-reporting hours. The Coordinator, Operations is entitled to one hour of time for lunch and breaks; frequently works collaboratively with staff; is exposed to noise and regular flow of people from the office environment and public participants; and is assigned tasks and deliverables, as determined by changing priorities.

Primary Duties and Responsibilities

1. Organizational Coordination (25%)

- Coordinates Executive Director's work with Board of Directors, such as drafting reports, arranging monthly meetings, and supports Board committees' work.
- Coordinates policy development timelines.

- Coordinates communications, setting internal deadlines and workflow inclusive of writing, editing, formatting, as well as sourcing and clearing support images, audio and video content.
- Coordinates grant-writing deadlines, ensuring labour expectations for major funding applications from several stakeholders, setting internal deadlines and leads staff to collaboratively meet application and reporting requirements.
- Coordinates event planning and management, writing, editing, marketing plans, budgeting, arranging transportation and accommodations.
- Coordinates special projects related to services where project managers are not assigned such as minor renovations, early stage acquisitions or development activities.
- Ensures that records are maintained with confidentiality, and that all administration requirements and documentation is completed with accuracy.

2. Programs Coordination (65%)

- Plans for, implements and facilitates the smooth delivery of all organizational logistics related to programming. Works with the Head of Strategy to coordinate the identification, creation, compilation and dissemination of all relevant information necessary to achieve objectives and targets.
- Coordinates Fellow research and programming as advised, develops Letters of Agreement, and ensures timely participant payments.
- Coordinates Fellowship, Library and Public Art programming, provides support in realizing and conducting all events and program activities, inclusive of technical and documentation assessments, and drafts Letters of Agreements.
- Coordinates of Artistic deliverables, such as Commissions of many scales, as well as design deliverable, such as print materials.
- Works closely with the Librarian, Education to establish good relations and institute a sustainable exchange between Keyholder partners, Fellows, 221A and publics with community stewardship as a guiding principle
- Works closely with the Librarian, Collections, to coordinate research and best practices for information systems and database development.
- Throughout Programs and Special Projects, maintains research schedules and coordinates logistics related to deliverables. These include but are not limited to: Fellow and staff orientation sessions, artist presentations of their work, workshops, exhibitions, commissions, travel, social events, lectures, etc.
- Supervises and monitors project expenditures within the existing budget allowance and makes recommendations to ensure financial integrity and accountability of projects.

3. Services Coordination (10%)

- Identifies, organizes and implements logistical requirements related to Studio Services (creates schedules, books meetings, supports all staff with the coordination of maintenance and upgrading of technical equipment and services such as telephone, internet, hydro, cleaning and waste removal).
- Coordination of policy development related to the organization's services arm.

Employment Equity

221A is an equal opportunity employer and employs personnel without regard to race, ancestry, place of origin, colour, ethnic origin, language, citizenship, creed, religion, gender, sexual orientation, age, marital status, physical and/or mental ability or financial ability. While remaining alert and sensitive to the issue of fair and equitable treatment for all, 221A has a special concern with the participation and advancement of members of four designated groups that have traditionally been disadvantaged in employment: women, racialized peoples, indigenous peoples and persons living with disabilities.

Apply

Send your cover letter and CV by email to hire@221a.ca by September 15, 2018.

Unfortunately, only those applicants under consideration will be contacted.