

# Job Posting: Program Coordinator

Part-Time, 20 hours a week, 3-days at 6 hours a day, with 2 flex hours

Wage: \$23-\$25/hr commensurate with experience, and benefits

Primary Job Location: Downtown, Vancouver, British Columbia

Reporting to: Head of Strategy

221A is seeking applications from eligible candidates for the role of Program Coordinator. 221A is a not-for-profit organization with a mission to work with Artists and Designers to research and develop cultural, social and ecological infrastructure. 221A operates under a Research and Infrastructure model. Unlike a typical exhibition model for a Visual Art and Design organization, 221A's operating model supports cultural workers over extended periods to lead the organization's artistic pursuits, engaging deeply with contexts, collaborators, ideas, and audiences.

The Program Coordinator reports to the Head of Strategy, and works closely with the Education & Learning Programmer, to play a crucial role in collecting, organizing and disseminating all administrative and logistic details relating to 221A's research, programming, communications and advancement activities. Working with the Staff and Fellows, the incumbent will demonstrate flexibility and savviness with their skills and assignments in the face of evolving goals and deliverables.

## Qualifications & Education

Completed Undergraduate Degree in Post-secondary education in visual art, art history, architecture, design, communications or a related field, and 2 years of related work experience. Or, related work experience for 4+ years since education in other disciplines has been completed.

## Experience

A demonstrated record of working with teams, cultural leadership, education, and public engagement programming. Excellent time management skills; proven ability to learn and work collaboratively; proficiency with Mac/Windows OS, Google Business Services (Gmail, Docs, Sheets, etc.); experience with Slack, Adobe CS, Mailchimp and WordPress Gutenberg CMS an asset; typing speed of 60+ words per minute; experience in leading fabrication and production of Art & Design deliverables; hand and power tools experience considered an asset; Class 5 driver's license considered an asset.

## Language

English proficiency. Second language fluency is considered an asset.

## Eligibility

Be a Canadian citizen or a permanent resident, or have refugee status in Canada; be legally entitled to work in Canada; be willing to commit to the full duration of the work (minimum 20 hours a week)

## Working Conditions

Workdays are 3 days a week, 6 hours per day, with 2 flex hours a week for meetings and administrative tasks on off-days. The Program Coordinator is entitled to one hour (unpaid) time for lunch and breaks; frequently works collaboratively with staff; is exposed to noise and regular flow of people from the office and members of

the public; and is assigned tasks and deliverables, as determined by changing priorities. The principal work site is an open office environment. The incumbent may be required to work evenings and/or weekends and organization events as scheduled, including outdoor locations.

### **Physical Demands**

- Lifting: No more than 15kg.
- Movement: Standing and/or sitting for long periods, public transportation between worksite locations.
- Visual: Long periods on computer; attention to multiple devices and software throughout the day.
- Social: Expanded networks of participants, partners, stakeholders and publics will be engaged both digitally and in-person. Contacts may involve stressful and serious interactions requiring high levels of tact and the ability to respond in a timely manner to interpersonal interactions. Planning strategically may be necessary to achieve cooperation, acceptance of ideas and meet administrative goals. The incumbent's attention to detail in these communications has a high impact on the organization. External contacts include contractors, businesses, government departments, Research Fellows, Artists, Designers, Academics, and community organizations.
- Concentration: Extended periods of engagement with computer systems where concentration is key to the accuracy of information. Intermittent periods of engagement with telephone systems to respond to inquiries where concentration is key to performance.

### **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 the following designated groups that have traditionally been disadvantaged in employment: women, queer, trans and non-binary persons, racialized peoples, Indigenous peoples and people living with disabilities.

### **Apply**

Send your cover letter and CV by email to [hiring@221a.ca](mailto: hiring@221a.ca) by Wednesday, February 25, 2020. Please use the following “[Full Name], Application for Program Coordinator” in the Subject Line.

Please do not inquire regarding the status of your application unless you have not received an acknowledgment of submission. Unfortunately, only those applicants under consideration will be contacted.

### **Duties and Responsibilities**

- **Overall Logistics**  
Plans, implements and facilitates the smooth delivery of all organizational logistics related to programming with a secondary focus on communications and advancement.
- **Information Management**  
Works with the Head of Strategy (HoS) to coordinate the identification, creation, compilation and dissemination of all relevant information necessary to achieve objectives and targets. Coordinates the identification, creation, compilation and dissemination of all relevant information for Fellows, Keyholders, Partners, Research Initiatives, Contractors and Volunteers and special projects, sharing this information with 221A's other portfolios such as Finance, Services and Organizational Operations, as appropriate and necessary. Works closely with the Programming Staff, to coordinate research and best practices for information systems and database development.

- **Fellowship Coordination**  
Coordinates Fellow research and partnership programming as advised, drafts Letters of Agreement, provides research for negotiations with future program participants, and ensures timely participant payments.
- **Program Coordination**  
Coordinates Education and Public Art programming, supports quarterly and annual planning, realizing and conducting all events and program activities, inclusive of technical requirements and documentation. Coordinates Artistic and Design deliverables, such as commissions of many scales, with internal oversight and external producers, as well as supporting the delivery of all design deliverables, such as print, web and graphic materials.
- **Communications Coordination**  
Coordinates 221A programming communications by drafting plans by the season and by project, liaises with relevant communications channels for the dissemination of programming content on social media and other relevant platforms, delivers relevant and accurate information for communication needs. Monitors website and social media channels to ensure the information is current; collects and provides information for website and social media updates and content. Assist in the drafting, preparation and production of written materials, including short texts, labels, flyers.
- **Grant Writing Support**  
Contributes to grant writing for programs and provides support across all areas of 221A's advancement goals.
- **Community Relationships**  
Works closely with the Programming Staff to establish good relations and institute a sustainable exchange between Keyholder partners, Fellows, 221A staff, and publics with community stewardship as a guiding principle
- **Scheduling**  
Throughout Programs, 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.
- **Budgetary**  
Supervises and monitors project expenditures within the existing budget allowance and makes recommendations to ensure financial integrity and accountability of projects.
- **Correspondence & Filing**  
Initiates, drafts and reviews internal and external correspondence as required, including proposals. Responsible for overseeing, maintaining and archiving both electronic and hardcopy filing program material. Seeks permissions for images, audio and content releases as necessary. Manages and ensures proper labelling and maintenance of 221A's program materials archives, content, images and media; is responsible for providing 221A files, photos and publicity material to external contacts, when necessary.

- **Statistics**  
Compiles 221A programming and communications statistics, and prepares activity reports as requested for grants, Board of Directors (through the Executive Director) and other stakeholders. Locates support and other materials and information as requested.
- **Planning & Training Activities**  
Attends and contributes to planning meetings as requested. Provides orientation, training and mentorship for volunteers and new employees, Fellows, program participants and partners, ensuring they are working with safe conditions and practices.

## **Job Evaluation Factors and Performance Expectations**

- **Knowledge Level Requirements**  
Requires a specialized body of knowledge inclusive of Education and Art and Design operations, coordination and production. Demonstrates an understanding of the theories, and provides professional skills that support such disciplines. Likely equivalent to Bachelor degree.
- **Scope of Responsibility**  
A non-supervisory position performing specialized work under some supervision (may provide guidance to a small group of specialists such as contractors or volunteers); and a coordination position responsible for liaising between employees and teams performing differing but related work.
- **Accountability for Results**  
Accountable for providing varied services and tasks; and performing analytical, administrative, etc. work involving many different and unrelated processes and methods such as those relating to well-established aspects of an administrative or professional fields; makes decisions within delegated limits and makes recommendations which lead to actions taken by others. Contributions are directly related to final decisions and overall results of 221A's programs, communications and advancement. Will take all external materials such as formal letters, agreements, marketing and program content, to be reviewed by the Head of Strategy.
- **Communications and Interpersonal Skills**  
The ability to influence or motivate employees, program participants, partners or groups of people who may have different goals and/or may be uncooperative or busy. At this level, responsible for developing relationships, coaching, and leading others through project planning, and be accountable to all involved in the projects of 221A.
- **Decision Making and Problem Solving**  
Observes policies when making choices, creating the necessary procedures and/or seeks approval when making decisions on exceptions to accepted standards or precedents. Examines and analyses data from a variety of available resources to draw valid and accurate conclusions. The job may be characterized as working toward assigned objectives more so than following prescribed duties and responsibilities. Original thinking, which may be accompanied by research, is required to resolve some problems, and the solutions may take a month or more. Judgement is frequently required.

- **Initiative**

This job requires the development of ideas which result in the accomplishment of goals, while maintaining existing procedures, practices, standards, and advancing projects. Working with Art and Design production can provide conflicting deadlines and challenges which must be resolved to meet goals. Will be expected to develop and present achievable and sustainable solutions, before attempting to solve challenges encountered in the process of planning and implementing 221A's programs, communications and advancement.