

Coordinator, Artist Services

This is a permanent full time opportunity, 35 hours per week, located on site (in person) in Calgary, AB. Start is ASAP.

Who We Are

The National accessArts Centre is a fun, fast-paced, dynamic work environment where we all collaborate to provide artistic training, creation, exhibition, and present opportunities for artists with disabilities. As a creativity hub for artists living with disabilities, so often limited in their opportunities and choices, we blur the lines between professional artists, disabled artists, entrepreneurs, innovators, and storytellers by sharing their work internationally and re-shaping how the world views and appreciates their talents and place in our communities.

Who You Are and What You Will Do

The Coordinator, Artist Services is responsible for the impression people receive when they first walk through our doors. You will intuitively exude professional friendliness that makes it clear we are an inclusive and safe space. In addition, you will embrace the opportunity to form connections with our artists living with disabilities and establish yourself as the go to person for their questions and concerns. You are warm, yet efficient, and confident in your ability to maintain a smooth operation as it pertains to the management of artist registration and participation in our programs. Taking initiative is second nature to you along with a deep rooted sense of pride in being able to perform well in a high-paced, extremely active, and often changing environment. Working as part of a team is what you live for and you can't wait to be part of our amazing and inclusive culture.

- **Artist Services** – The primary focus of this position - manage program registrations; artist database; liaise with government funder for referrals; manage artist intake; artist and support network communications; administrative support.
- **Front Desk + Reception** – manage phone system and mail; front desk sales and cash management; compliance with safety protocols; general inquiries and guest reception.
- **Safety + Facility** – conduct monthly safety checks; quarterly fire drills; WHMIS compliance; supply management.

Experience and Skills You will Definitely Bring

- At least 3 years in a fast paced administrative role.
- Exceptional organization, accuracy and attention to detail.
- Meticulous and professional communication skills
- High proficiency in Word, Excel + Outlook
- Ability to report basic statistics; simple data

Additional Assets

- General understanding of FOIP regulations
- ASL and/or experience working with adults with disabilities
- Basic familiarity with Microsoft Access
- Knowledge of Quickbooks Online or other accounting system or POS system

Pay Rate & Working Hours

- \$23.70/hour
- Monday – Friday | 9am – 4:30pm

Benefits

We offer amazing health and dental benefits, including vision and an option for critical illness as well as RRSP and/or TFSA contribution matching. This position accrues 15 days of paid vacation per year and our facility closes for two weeks over the winter holiday period. We also support professional development opportunities.

To Apply

Submit your resume, with a cover letter, as a single PDF, to Heather Jones at heather.jones@accessarts.ca no later than midnight, July 21, 2024. Subject line must read CAS Application. Only those considered for an interview will be contacted. Although we are accepting applications until July 21, we will begin the interview process immediately and will hire as soon as possible.

The National accessArts Centre is an inclusive and equal opportunity employer committed to providing a work environment that is safe and free of discrimination and harassment. Our employment decisions will be based on our organization's needs for this position and the successful applicant's qualifications.