



<b>Job Description</b>	Coordinator, Programs and Exhibitions	<b>Job ID</b>	PROG-04
<b>Employment Type</b>	Permanent Full Time	<b>Hours Per Week</b>	40
<b>Reports To</b>	Lead, Programs and Exhibitions	<b>Direct Reports</b>	N/A
<b>Vacation Accrual</b>	1.25 days per month worked	<b>Vacation Pay</b>	N/A
<b>Pay Type</b>	Annual salary	<b>Paid Health Days</b>	1/month upon accrual
<b>Extended Health &amp; Dental</b>	All Other Employees	<b>Health Spending Account</b>	n/a
<b>RRSP/TFSA Cont.</b>	\$750 combined annually	<b>Flex Days</b>	3 annually (non-payable)
<b>Team Membership</b>	<input type="checkbox"/> Senior Management <input type="checkbox"/> Leadership Team <input checked="" type="checkbox"/> Frontline Team		

## The Role

Reporting to the Lead, Programs and Exhibitions (LPE) the Coordinator, Programs and Exhibitions (CPE) will play a pivotal role in curating, organizing, and overseeing a diverse range of artistic presentations, exhibitions, performances, and events throughout the year.

The CPE requires a deep understanding of both the arts and disability communities, a creative and inclusive mindset, and excellent organizational skills to ensure our organization continues to foster an accessible and enriching environment for artists and audiences alike. They must be “innovative” in the truest sense of the word. Always considering ways to improve the status quo, this role actively seeks unique presentation and exhibition opportunities that will advance the needs and profiles of each of our artists, positioning them as bona fide members of the arts community at large.

The CEP is expected to support the LPE in working in tandem with NaAC programming leadership and seek their experienced insight to collaboratively develop individual artists’ practices, goal planning, and overall development strategies across all disciplines. Likewise, the CPE can expect to provide the same level of insight to their colleagues with respect to best practices in presenting and exhibiting. Collaboration is expected to ensure the goals of each role remain aligned with NaAC’s mission as a whole and, above all else, to our artists’ benefit.

## Tasks & Responsibilities:

Under the direction from the LPE, the CPE will help develop and implement a presenting plan that will demonstrate meaningful outcomes that aim to advance the artistic practice of each of our participants, across all artistic disciplines, knowing that every single artist can be encouraged and supported to develop and grow in expressing their creativity.

### A. Exhibitions & Presenting

1. Work with the Director, Visual Arts and the LPE to identify and secure exhibitions and present opportunities for NaAC artists.
2. Support in the planning and execution of all aspects of presentations and exhibitions, including scheduling, logistics, budgeting, and technical requirements; work with other NaAC team members and external partners to meet project milestones and deliverables on time. This includes:
  - Working closely with the LPE to craft exhibition and artist statements and select works for exhibitions and presentations, ensuring a high-caliber presentation that extends the creative vision of artists.
  - Coordinating proper delivery, printing, framing, and display of artworks being presented.



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- Ensuring artists participating in exhibitions or presentations receive relevant waivers, releases, and communications pursuant to NaAC's policies around artist fees, licensing, and artist consent.
  - Ensuring artist payments are properly tracked and payment requests are submitted to accounting in a timely manner.
  - Overseeing and participating in exhibition installation/strike at various onsite and offsite venues.
  - Coordinating shipping to/from external venues, including international shipping and arrangement of appropriate insurance, as required.
  - Tracking NaAC artist and audience participation at exhibitions and events.
  - Maintaining the condition of the exhibition preparation areas, tools, and assets. Assist in monitoring the condition of studio facilities and photo documentation suite as they pertain to exhibitions and presenting.
3. Engage in cross-functional team collaboration to plan successful presenting opportunities that prioritize accessibility for both audiences and artists.
  4. Document all key exhibition details, ensuring artist and community impact is captured appropriately.
  5. Coordinate, collect, and submit all marketing materials (lead images, headshots, social media content, exhibition statements, etc.) to internal/external partners for the promotion of exhibitions and presentations.
  6. Advocate for the agency and equitable treatment of NaAC artists; be able to hold difficult conversations with various stakeholders when NaAC values and artists' rights are compromised or at risk.

#### B. Artwork Commissions & Sales

1. Act as liaison between NaAC artists and relevant partners to manage artwork commission and sales opportunities.
2. Regularly update and maintain and keep safe NaAC's Art Sale catalog and permanent collection.
3. Oversee administrative processes surrounding all exhibition and sales opportunities, ensuring documents, and procedures are outlined to all parties (patrons, artists, accounting) and adhered to; work with the Director, Operations to ensure appropriate legal agreements are in place.
4. Coordinate delivery and/or shipping for sold artworks, as required.

#### C. Event Planning & Community Engagement

1. Support supplementary event planning and execution (e.g. Exhibition openings, fundraising events, residencies, etc.); coordinate relevant logistics and materials as required (e.g. prints, AV, sound, etc.).
2. Build and maintain relationships with artists, arts organizations, disability organizations, community partners, and stakeholders to enhance the organization's presence and impact.
3. Assist in the development and delivery of a public program strategy, connecting local communities and new audiences to the organization's mission and mandate.

#### D. Expected Leadership Behaviours

1. Take a holistic approach to all endeavours, striving to benefit the organization as a whole.
2. Adhere to the NaAC's Code of Conduct at all times; behave respectfully and without discrimination; be willing to resolve conflicts respectfully, positively, and in a timely manner; maintain honesty and integrity in all communications and actions.
3. Be willing to adapt communication and leadership styles to meet unique and individual needs.
4. Actively support and participate in the NaAC's initiatives to promote diversity, equity and inclusion.
5. Actively attend, engage, and participate in meetings as required; respond to all organizational email correspondence in a timely manner.
6. Complete all mandatory training on time; participate in team building events; respond to NaAC surveys and requests for information.



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7. Be adaptable in the face of change or adversity; demonstrate confidence in the NaAC.
8. Lead by example and motivate employees to take initiative rather than direct instruction.

## QUALIFICATIONS

### Required Skills + Abilities

- Bachelor's degree in Fine Arts, Arts Management, Cultural Studies, Disability Studies, or a related field.
- 3+ years experience in curatorial work, or arts management.
- Demonstrable understanding of accessibility requirements and best practices in the arts and event industries.
- Strategic thinker with the ability to identify new opportunities.
- Effective project management with demonstrable attention to detail.
- Exceptional communication, negotiation, presentation and interpersonal skills; ability to speak and write effectively in English.
- Effective budget management skills.
- Intermediate skills in Microsoft Outlook, Word, Excel, PowerPoint.

### Additional Skills + Abilities Considered Assets

- Experience in event planning.
- Experience working with individuals with physical and/or developmental disabilities.
- American Sign Language (ASL).
- Presentation and public speaking experience; comfortable with being recorded/on camera.
- Demonstrated passion for promoting the work of disabled artists and fostering an inclusive arts community.

### Required Personal Characteristics

- Patience, empathy, and commitment to equity.
- Passion and energy for helping artists achieve their goals as members of the arts and culture community.
- Has vision, is innovative, thinks strategically.
- Mature attitude and ability to work autonomously and collaboratively in a team environment.
- Positive attitude towards working on a team; conflict management resolution; committed to no conflict but not avoiding – instead resolving as it comes up.
- Committed to learning and personal development; curious about hearing or learning from others as well as sharing ideas; committed to ongoing learning.