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Artspeak,

233 Carrall Street
Vancouver, BC V6B 2J2
Canada

Schedule A
Communications and Operations Manager Job Description

Areas of Responsibility

Working with and reporting to the Director/Curator, the Communications and Operations Manager assumes responsibility in the areas of communications, operations management, exhibitions and publications, project coordination, gallery administration, volunteer liaison, and public interface.

Tasks

Communications

- Works with the Director/Curator and contract designers to develop, maintain and periodically assess visual identity.
- Implementation of publicity plans developed in consultation with the Director/Curator including production and editing of publicity materials.
- Liaison with designers, printers and media contacts.
- Oversees maintenance of the website and maintains an online archive of activities.
- Oversees mailings and publicity associated with programming including - advertising, social media, and audiovisual recordings.
- Correspondence and other public interface regarding exhibition policy, submissions, general information and publications.
- Maintenance and update of gallery systems such as publication files, archives, support materials, computer hardware and software, manuals, and digital and physical filing systems.
- Develops and manages publicity, marketing and communications budget.

Tasks (cont.)

Operations and Exhibitions/Projects

- Oversees maintenance of facilities, liaison with Building and Strata management. Attends Strata AGM on behalf of the organization.
- Develops and oversees exhibition installation and production schedules.
- Responsible for organizing and overseeing installation contractors.
- Coordinates shipping, fabrication, equipment purchase and rental.
- Coordinates display elements such as signage.
- Has some experience and technical knowledge of presentation requirements.
- Oversees and organizes events, receptions and gallery openings.

Administrative

- Responsible for membership and donor program management, correspondence, promotion, database management, and renewals.
- Assist in grant preparation and reporting as requested by the Director/Curator.
- Participation in fundraising projects with the Board of Directors, Annual General Meeting, and Board Retreats.

Programming

- Assists the Director/Curator in programming projects, exhibitions, events and publications, including communications with artists and writers.

Volunteer and Staff Supervision

- Recruits, schedules and supervises gallery interns who work between 5–10 hours weekly.
- Schedules and supervises volunteer support for mailings, installation, maintenance work and special projects.
- Supervises contract, seasonal and program staff as required.

Vacations

One month paid vacation during the summer period when the gallery is closed in August. An additional 14 days holiday time will be granted during the December/January holiday shutdown period. Paid statutory holidays.

Professional Practice

Given the principles of support of the professional practice of artist-run centre staff, Artspeak shall endeavor to be flexible to allow for the continuation of professional practice. This shall be determined in consultation with the Director/ Curator.

Contracting

This is a temporary contracted position for a period of 15 months, with an initial performance review at 3 months.