

OPERATIONS COORDINATOR

The mandate of the Bill Reid Gallery of Northwest Coast Art is to reveal the vital and diverse Indigenous cultures of the Northwest Coast through the extraordinary work of Bill Reid and inspirational contemporary art. We respectfully acknowledge the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səlíl̓wətaʔ/Selilwitulh (Tseil-Waututh), and all the Indigenous peoples of the Northwest Coast, on whose traditional and unceded territories we live, work and play.

Job description

The Gallery is seeking a new Operations Coordinator to play an active role in supporting efficient administration of the Bill Reid Gallery. Reporting to the Director and CEO, the Coordinator ensures the facility is maintained, that staff have tools and supplies required to carry out their jobs, and assists in fulfilling required regulatory documentation. The Coordinator also drives revenue to support the Gallery's mission by facilitating venue rentals when hours and programming allows.

The successful candidate will have 2-3 years of experience in office management or administration with an ability to collaborate with various departments within the Gallery. This is a part time position, working on average 15-20 hours per week. Flexible working hours are essential and candidates must be available to work evenings/weekends when required for events.

Specific duties include:

Office and Facility Coordination

- Liaise with property management and other professionals (eg janitorial, electrical etc) regarding maintenance, repairs, and other aspects of the facility.
- Order and keep track of office and janitorial supplies and equipment, ensuring materials are organized.
- Facilitate operation and maintenance of computer systems and IT infrastructure (i.e. phones, internet) within the Gallery, including working with technology vendors and building management to solve issues.
- Supervise the security program including maintenance of security codes, and distribution of facility access cards.

Venue Rental/Event Coordination

- Administer rentals of the gallery space including fielding initial inquiries, facilitating contracts and invoices, and all other rental administration.
- Act as staff person for rentals or organize staffing as required.
- Carry out logistics for Bill Reid Gallery events in conjunction with program or fundraising staff.

Administration

- Assist in documentation and filing of regulatory paperwork, including organizing Board records, logistics of the Annual General Meeting and subsequent filings
- Process new and renewal memberships to the Gallery; assist fundraising staff to carry out membership campaigns

- Ensure appropriate documentation of organizational policies and processes
- Support with volunteer coordination, including assessing organization needs, scheduling, and recognition
- Participate in onboarding and offboarding of staff as relates to above noted duties

Qualifications

- Post-secondary education in administration, or equivalent experience in progressive roles
- Proven experience in office management or administration
- Strong computer literacy including Microsoft Office; experience with database entry
- Exceptional organizational skills and attention to detail
- Ability to work effectively both independently and as part of a team;
- Fluent in English, Indigenous language would be an asset
- Experience in non-profit sector an asset
- Experience supporting with the execution of events an asset

Indigenous peoples are strongly encouraged to apply. Candidates will be chosen on the basis of their skill level and ability; therefore we welcome all applicants regardless of race, gender or disability.

The Operations Coordinator will work on average 2 days per week at \$21.00/hour, with additional hours for Gallery events as required.

Please forward applications with resume and cover letter by email only to:

info@billreidgallery.ca

Applications will be accepted until November 16, 2019

We thank all applicants for their interest, however, only those selected for an interview will be contacted.