



## **Job Posting: Admin & Programming Coordinator, Revelstoke Visual Arts Centre**

**Position:** Admin & Programming Coordinator

**Location:** Revelstoke, BC

**Employment Type:** Part-time - 25 hours per week

**Wage:** \$24 per hour

The Revelstoke Visual Arts Centre is seeking an organized, industrious, and passionate individual to join our team as the Admin & Programming Coordinator. This dynamic and rewarding role involves overseeing the centre's day-to-day administrative tasks while also managing and developing our educational art workshops.

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### **About the Role**

The Admin & Programming Coordinator plays a key role in both daily operations and program development at the Revelstoke Visual Arts Centre. They manage administrative tasks such as answering inquiries, processing sales, and coordinating artists. They also plan, schedule, and budget a diverse range of workshops, conduct community outreach, and help secure funding to keep programs accessible and high-quality. Working closely with the Executive Director, this role is essential in fostering a vibrant and inclusive arts community.

### **What We Offer:**

- Free Workshops | The Admin & Programming Coordinator can attend RVAC workshops for free, including our six-week Comprehensive Pottery class.
- We prioritize work-life balance | Three day weekend (currently Sunday, Monday, Tuesday) Most days start at 12 noon, meaning you can spend your morning on the hill. Proactive in preventing burnout.
- A supportive and inclusive work environment | As an organisation we are genuinely passionate about fostering a welcoming and inclusive environment for all, and that starts with our staff.
- This is a meaningful role where you can make a real impact on the local art community. You'll help foster creativity, support artists, and create rewarding opportunities for others.



## **Key Responsibilities:**

### **1. Administrative Duties:**

- Answering emails and phone calls
- Processing gift shop, online, and gallery sales
- Coordinating artists, instructors, and volunteers
- Social media creation and management
- Manage memberships and renewals
- Occasional cleaning duties

### **2. Marketing & Communications:**

- Promote gallery events and programs through newsletters, website updates, and social media.
- Utilize **MailChimp, WordPress, and Canva** (or similar tools) to create engaging content, including monthly and quarterly email updates.
- Maintain effective communication with artists, visitors, the Executive Director, and community stakeholders.
- Act as the main contact for public inquiries and communications.
- Build a vibrant and welcoming atmosphere through kind, open, and approachable communication.

### **3. Program Development & Management:**

- Plan, schedule, and coordinate workshops throughout the year based on seasonal trends, demand, and community interest.
- Develop programming for kids, teens, adults, families, and underserved communities.
- Maintain an inventory of art supplies and oversee organization, tracking, and purchasing of materials.
- Ensure all workshops and programs align with the Centre's artistic and community engagement goals.
- Work collaboratively with the Executive Director to brainstorm and implement new ideas for future programs and funding.

### **4. Stakeholder & Community Engagement:**

- Attract, engage, and retain new artists, visitors, volunteers, and instructors.
- Foster a welcoming, creative, and inclusive environment.
- Conduct community outreach to promote opportunities and expand accessibility.
- Represent the Revelstoke Visual Arts Centre positively and professionally at public events, at the front desk, and in meetings.

### **5. Funding & Grant Writing:**

- Research and apply for **grants** alongside the Executive Director.
- Develop and maintain a budget for regular programming activities.
- Connect with the community to help grow donor support.



## 6. Volunteer Coordination:

- Manage and coordinate volunteers to assist with workshops, fundraising events, building maintenance e.c.t
- Provide guidance and support to ensure a positive volunteer experience.

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## Candidate Qualifications

### Required:

- 2+ years' office administrative experience, preferably within an artistic setting
- Strong organizational and scheduling skills.
- Excellent communication skills (both written and verbal).
- Proactive, strong work ethic, and capable of working with minimal supervision.
- The ability to work under pressure and adapt to changes in a fast past environment
- Ability to work independently and collaboratively within a small team.
- Experience in budgeting and grant writing.
- Strong customer service and people skills.
- Must be able to lift and carry up to 50 pounds

### Preferred:

- Minimum 3 years of experience in the arts and cultural sector (a combination of education and work experience is accepted).
- Minimum 1 year of experience as an arts instructor in any medium.
- Experience with POS systems, MailChimp (or similar email marketing software), WordPress, and Canva.
- Basic graphic design experience (Adobe Suite knowledge is an asset).
- Familiarity with BC's arts sector and community-based arts programming.
- Confident and comfortable using Google Suite

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## How to Apply

Interested candidates should submit a **resume and cover letter** outlining their qualifications and vision for the Revelstoke Visual Arts Centre.

**Deadline to Apply:** April 25, 2025

**Send Applications to:** [director@revelstokeartgallery.ca](mailto:director@revelstokeartgallery.ca)

Join us in shaping the future of the arts in Revelstoke!