



## **Job Posting: Contract Facilities Coordinator, Revelstoke Visual Arts Centre**

**Position:** Facilities Coordinator

**Location:** Revelstoke, BC

**Reports to:** Executive Director

**Employment Type:** Contract position - 35 hours per week

**Term:** October 2025 - April 2026

**Wage:** \$25 per hour

**Deadline to Apply:** Midnight September 14, 2025

The Revelstoke Visual Arts Centre is a vibrant, community-focused arts and culture hub offering dynamic programming, workshops, exhibitions, and rentable creative spaces. We support makers, artists, and curious minds by providing the resources, spaces, and tools they need to thrive. We're currently seeking a proactive and organized **Facilities Coordinator** to support our operations during a key transition and programming period.

This is a **contract position** ideal for someone who is highly organized, proactive, and comfortable working independently and as part of a team – someone who loves both paperwork and painting!

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### **What We Offer:**

- We prioritize work-life balance | This position has a flexible schedule, with a combination of onsite and work from home options available for the right candidate.
- 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.

### **About the Role**

The **Facilities Coordinator** plays a key role in improving how our community accesses and uses our rental spaces and studios. You'll help bring fresh energy into areas like the woodshop, printmaking studio, and other creative spaces by creating booking systems, setting up clear policies, and making the spaces easier to use.

This role is about building better systems, improving the experience for renters and members, and helping our non-profit gallery stay organized and protected. It's a hands-on, wide-reaching



position that supports the creative work happening here and strengthens our role in the Revelstoke community.

The chosen candidate will meet regularly with the Executive Director, and some front desk cover is required. However, on a day to day basis the right candidate will work independently to complete their tasks.

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## **Key Responsibilities**

### **Administrative Support**

- Cover the front desk as needed (especially on Sundays and during staff absences)
- Assist with exhibition changeovers
- Create internal documentation (e.g., Birthday party package, policies, and info packages)
- Liaise with external organizations to assess collaboration or feedback opportunities

### **Formalise Venue Rentals**

- Develop booking forms and information packages for each rentable space (including capacity, amenities, usage guidelines)
- Outline private tour offerings (e.g., Curator-led tour with champagne)
- Evaluate and propose streamlined booking processes
- Suggest pricing models (including nonprofit options)
- Help set up a booking system (potentially via Square)
- Draft rental contracts and policies, including refund, damage, and cleaning policies

### **Woodshop Management**

- Review and propose new membership pricing for Board approval
- Draft and implement an updated woodshop waiver, including signage
- Plan tool upgrades and improvements
- Reach out to community members for potential in-kind tool donations

### **Printmaking Studio Support**

- Meet with the Printmakers to understand needs and explore improvements
- Propose membership and pricing models
- Setup the booking system through Square
- Brainstorm additional revenue opportunities (e.g., classes, product sales)



- Outreach for in-kind donations of printmaking supplies.

### **Facilities Beautification (Minor Focus)**

- Make light cosmetic improvements to key workshop spaces (e.g. Repainting)
  - Hanging artwork, aprons, signage, and temporary decor
  - Polish kitchen and jailhouse spaces in preparation for workshop season
  - Coordinate with volunteers and the building committee as needed
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### **Qualifications (Required)**

- Strong administrative and organizational skills
- Experience in project coordination and/or administration
- Comfortable working independently and taking initiative
- Able to work as part of a team and take direction
- Strong communication and interpersonal skills
- Comfortable budgeting and pricing

### **Qualifications (Desirable)**

- Experience in the arts or non-profit sector
  - Previous facilities coordination experience
  - Comfortable with tools and light facilities work
  - Familiarity with booking systems and/or Square
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### **How to Apply**

Interested candidates should submit a **resume and cover letter** outlining their qualifications and interest in the role.

**Deadline to Apply:** Midnight September 14, 2025

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

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