



**Date Posted:** Jun. 26, 2023  
**Application Deadline:** Aug. 1, 2023  
**Anticipated Start Date:** Sept. 15-30, 2023

**Salary From:** 38k - 40k  
**Province:** Ontario  
**Region:** Metro Toronto Area  
**City:** Toronto  
**Contract:** Permanent, Yearly Contract  
**Organization's Field/Discipline:** Contemporary Visual Arts  
**Job's focus:** Creative & Administrative  
**Job Type:** Full-time, 30 – 35 hours  
**Career Level:** Entry / Intermediate  
**Vacation:** 10 days paid vacation (plus paid Holiday break)

Apply by sending a resume/CV and cover letter to [admin@partnersinart.ca](mailto:admin@partnersinart.ca), subject line: PIA – Application for Operations Coordinator. Deadline Aug. 1, 2023.

Partners in Art (PIA) is currently seeking a motivated individual with experience in arts administration to fill the role of **Operations Coordinator**. For more information on Partners in Art (PIA) please visit [www.partnersinart.ca](http://www.partnersinart.ca).

The Operations Coordinator will support senior staff and volunteers in managing day-to-day functions, implementing long-term strategies, and would ensure the smooth and organized functioning of PIA's many internal activities. The ideal candidate will have a background working in arts administration, with excellent administrative, organizational and communication skills as the primary point of contact for PIA member inquiries.

Working with PIA's Director of Operations and Volunteer Co-Presidents, this person will perform a number of essential financial and administrative tasks related to the organization's day to day operations, communications, financial management, and fundraising. With a growing membership of over 200, PIA's Operations Coordinator must be capable of overseeing multiple ongoing projects, team schedules and tasks, liaising between multiple parties, and foreseeing unexpected event conflicts. This role would be primarily remote (work from home), but attendance at in-person meetings would be mandatory for minute-taking. In-person and Zoom meetings take place anywhere between 1-4 times per week with lightened schedules and workloads in the Summer months.

Furthermore, the ideal candidate would demonstrate knowledge of diversity, equity, inclusion, accessibility and best practices in the arts and the awareness of the impacts of funding and support on equity-deserving communities within the Toronto, Canada-wide art community.

The individual will have familiarity with the contemporary art world, and through this position, will gain invaluable experience and contribute to a growing organization. The Operations Coordinator would assist PIA's staff and volunteers with the implementation of educational art tours, trips, and the funding of contemporary Canadian art via our Project Development Committee. The Operations Coordinator would have the opportunity for upward mobility within the organization, and we highly encourage enthusiastic folks with a passion for art, advocacy, and organization to apply!

**See the full job posting below.**



## OPERATIONS COORDINATOR JOB DESCRIPTION

### Administrative Responsibilities

- Act as a touch-point for PIA members;
- Attend all committee in-person and virtual meetings to perform secretarial duties (ie. taking Minutes at meetings, preparing agendas, setting up Zoom meetings, etc);
- Assist in maintaining up-to-date and clear data management, specifically with membership lists, including committee member lists, archives, and waitlists;
- Assist in scheduling, promoting, and hosting events related to digital programming as needed;
- Other administrative responsibilities that may arise.

### Financial Responsibilities

- Working with PIA's Director of Operations and Treasurers to maintain financial policies and procedures for operational efficiency;
- With PIA's Operations Assistant, lead the annual Individual Giving Campaign, including donation tracking, solicitor communications, and campaign end wrap-up and statistic updates;
- Assist with PIA's biennial fundraising event ARTrageous, including donation and sponsorship tracking;
- Working with PIA's Director of Operations to provide day-to-day financial support (ie. credit card tracking, Quickbooks maintenance, etc.);
- Assist PIA's Director of Operations and bookkeeper with annual tax receipt tracking and audit requests as requested;
- Other financial responsibilities that may arise.

### Program Delivery

#### Project Development

- Work closely with the Project Development committee during adjudication months (ie. processing proposals and applicant correspondence, etc.);
- Create presentations and communicate with co-chairs about plans and strategies;
- Actuate strategic goals of Project Development in the future;
- Maintain up-to-date project development initiatives on PIA's website;
- Work with committee to actualize completed impact reports;
- Work with partnering organizations on promotional materials including print, web and social media outreach strategies;
- Assist in maintaining up-to-date project development initiatives on PIA's website.

#### Marketing + Communications

- Produce social media posts based on artists/institutions previously supported by PIA;
- Produce social media posts after tours and events;
- Maintain up to date press releases and organizational information on the website;
- Assist in maintaining PIA's virtual events archive;
- Run tutorials on how to use the members' side website and other technology-based platforms;
- Support preparation and distribution of the monthly newsletters, eblasts, and event invitations when needed;
- Develop and maintain current audiences and new relationships with partners and community organizations.

### QUALIFICATIONS + SKILLS

- University or college degree/diploma in Art History, Visual Arts, Curation, or a similar field, with a profound interest in contemporary art;
- Minimum two years experience in a management or coordination role at an arts organization or institution;
- Experience in fundraising is an asset;
- Proficient in Microsoft Office (specifically Excel) and Wordpress;



- Ideal candidate would be familiar with Quickbooks, Eventbrite, Mailchimp, Adobe Photoshop, and Hoot Suite;
- Knowledge of and experience with managing web and social media;
- Strong writing and copyediting skills;
- Excellent organizational and managerial skills: capable of overseeing multiple ongoing projects, team schedules and tasks, liaising between multiple parties, and foreseeing unexpected conflicts;
- Demonstrated diplomacy and experience working in a confidential capacity;
- Sound analytical, financial, problem-solving and decision-making skills and judgement;
- Efficient and able to self-manage and prioritize tasks;
- Keen attention to detail, thoroughness, and a critical eye.

PIA recognizes that interested individuals may not meet all of the above qualifications and possess other relevant education, and/or professional and lived experiences that would qualify them for this role. We encourage applicants to share this information with us in their cover letter.

PIA is committed to building a skilled and diverse workforce. Applications from all interested individuals are welcome and individuals from equity-deserving groups are encouraged to apply. PIA values a diversity of perspectives, ideas and lived experiences as an asset in serving the Canadian art community.