



ArtStarts is hiring!



ORGANIZATION <u>ArtStarts in Schools</u>	POSITION Operations Coordinator 21 hours/week	REMUNERATION \$25.88/hour + Benefits Temporary Part-Time
APPLICATION DEADLINE Open Until Filled	START DATE ASAP	CONTACT Heather Campbell

ABOUT ARTSTARTS

ArtStarts is a charitable, not-for-profit organization, dedicated to promoting art and creativity in young people's lives. We focus on creating meaningful change where young people benefit most equitably and directly – in their schools and classrooms. By providing young people with access to arts-based learning experiences, we develop a generation that values the creative, collaborative and innovative skills necessary to thrive in the 21st century. You can read more about our mission, vision, and guiding principles here: <https://artstarts.com/about>.

COMMITMENT TO ANTI-OPPRESSION

As an arts organization aimed at working with young people, we have an important role to play in advancing and strengthening the values of justice, equity, diversity and inclusion. As part of this active learning journey, we are taking a magnifying lens to our core programs and also taking a birds-eye view of ArtStarts as a whole and identifying how we can apply an equity and decolonization lens to our work. Social justice issues are no longer the responsibility of activist organizations, but instead a moral responsibility for all of us as human beings. Social justice through the arts is a powerful approach and now an integrated part of our work towards mission impact.

ABOUT THE TEAM

Our current staff team is made up of 8 full-time and 2 part-time employees. We are all committed to our own anti-oppression learning journey and focused on finding ways to embody our commitment to equity and decolonization both internally and externally at ArtStarts.

Staff are currently working remotely from home with the option of working from the office on a rotating schedule. When it is safe to do so, we expect to return to working from our facility in downtown Vancouver. Accessibility details of our space are noted here: <https://artstarts.com/gallery>.

OUR ORGANIZATION CULTURE

At ArtStarts, our culture is rooted in shared values and shared purpose. We align first and foremost around our mission and vision. We work towards shared goals that drive mission impact. Our work is not just about keeping our organization afloat, it is about making our mission happen.

JOB DESCRIPTION

ArtStarts in Schools is seeking a Temporary Operations Coordinator to join our team. This position supports ArtStarts with administrative, financial, and operational effectiveness as we work toward ArtStarts' mission. They create and maintain an accessible, safe, and welcoming facility for staff, volunteers, program participants, and other guests.

We are seeking someone with a keen eye for detail, the ability to problem-solve, facilities/operations experience, financial knowledge, and a welcoming presence. The ideal candidate is values-aligned and driven by our mission to expand the role of art in education to enable young people to thrive in learning and in life. We



expect the Operations Coordinator to work their four days a week between Monday and Friday with flexibility on the specific days.

Currently, the ArtStarts Gallery is closed to the public, and the staff are working mostly remotely due to ongoing renovations. The Operations Coordinator will be expected to come into the office on an as-needed basis.

This is a temporary position which will be available until the return of the incumbent staff member. There is a possibility for this to become a permanent position in the future and increase to up to 28 hours per week. The successful candidate will be given a minimum of 4 weeks of notice before the termination of their contract.

Responsibilities

Finance and Accounting

- Support our accounting firm with accounts payable, accounts receivable, monthly unknowns, and general troubleshooting
- Manage bank deposits and petty cash
- Manage relationships with customers and vendors
- Support the Director of Administration with annual audit
- Issue charitable tax receipts in DonorPerfect

Office and Facilities Coordination

- Maintain office supplies and equipment
- Monitor administrative processes to make them more efficient
- Lead office, systems, facility, and finance procedures orientation for new staff
- Troubleshoot and support staff with IT and Salesforce needs; coordinate with external IT support
- Manage facility maintenance, requirements, upgrade requests, and quarterly reimbursements
- Manage health and safety protocols and emergency preparedness
- ArtStarts is currently undergoing accessibility tenant improvements on the entrance, gallery, and elevator/lift. The Operations Coordinator will be responsible for supporting the Director of Administration in these projects, including coordinating on-site construction, sourcing and securing vendors, and minimizing the impact on our staff and programs.

Community Liaison (**when office opens in Spring 2023**)

- Manage front desk reception two days a week; greet and direct visitors, introduce families to the gallery space, respond to general email and phone inquiries, create a welcoming environment for all
- Coordinate the bookings of school and public programs
- Coordinate all facility rentals, including outreach, booking, and on-site liaison. Work with the Program team to offer facility rentals for free or discounted to values-aligned community groups.
- Support with events and hospitality needs, including but not limited to: Board meetings, Showcase, AGM, and Gallery receptions and events
- Serve as the secondary point person for all volunteers

Qualifications

The following will enable you to excel in this role:

- Work experience in operations, facility management, and/or administration
- Comfort with finances, data, and basic bookkeeping
- Advanced administrative skills to manage and organize information efficiently
- Experience engaging and working with the general public, including culturally diverse communities
- Strong customer service, relationship building, and communication skills
- Excellent project management and multi-tasking skills
- Strong collaboration skills and the ability to work independently
- Comfort using (or learning to use) Quickbooks Online, Salesforce, Slack, spreadsheets, and Google Suite

In addition, we are looking for someone who is:

- Passionate about the ArtStarts mission and vision
- Committed to advancing equity and decolonization work
- Able to adapt and pivot during times of change



- Able to generate creative ideas by exploring multiple possible solutions
- Willing to take initiative and test new approaches to increase the impact of our work

REMUNERATION

ArtStarts has integrated a fixed tier compensation model for all employees. This means compensation is based on tiers which are determined by title (coordinators, managers, and directors) and each tier has a fixed salary. Salaries are not adjusted (up or down) based on education and/or experience. If a person is determined to be the best fit for the role, they are hired and offered the fixed tier salary. New employees receive the same fixed tier salary as current employees. The annual increase for each tier will be a minimum 2% which relates to average cost of living increase.

The salary for this position is fixed at \$25.88/hour for 21 hours/week and is not negotiable. Additional benefits include paid vacation time, a professional development allowance, and extended health and dental coverage for the employee, partner, and dependents.

HOW TO APPLY

We encourage all applicants who believe they can excel in this role to apply, regardless of background and experience. We particularly encourage applicants from members of communities that are marginalized or that experience structural discrimination, including those identifying as Black, Indigenous, people of colour, LGBTQ2IA+, and those living with a visible or invisible disability.* Please consider self-identifying in your cover letter via email to help us prioritize your application.

To apply, please submit a cover letter and résumé to team@artstarts.com.

Your cover letter is an opportunity to identify:

- how your strengths and experiences align with this job opportunity;
- how you fit with the organizational culture and commitment to anti-oppression described above

Applications will be reviewed as they are received so apply as soon as possible.

We acknowledge that we carry out our work on the lands of Indigenous nations throughout colonial British Columbia. Our office and the ArtStarts Gallery are located on the unceded, ancestral, and traditional territory of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Sel̓ilwítulh (Tsleil-Waututh) peoples.

*With our ongoing renovations, there is currently no lift access to our second floor offices. In the spirit of transparency, we would like to share this information with potential applicants to acknowledge that currently our space is not completely accessible. We will work together with shortlisted candidates to mutually understand access needs and work towards making a safe, inclusive, and accessible work environment.