

Last Mountain Lake Cultural Centre  
Art Gallery and Program Coordinator  
Job Description

Position: Program Coordinator  
Hours: 20 hours a week  
Wages: \$18 to \$22 per hour  
Probation period: 3 months

Qualifications & Skills:

- Preference will be given to someone with a Fine Arts Degree
- Experience with care and handling of artworks
- Experience within the art community in Saskatchewan
- Experience with research and application for grants
- Administration experience
- Good verbal and written communication skills
- Good computer skills
- Well organized
- Self motivated
- The ability to work independently and with a volunteer board

Duties:

1. Gallery Administration:  
The Coordinator will be responsible for gallery programming and maintenance, which will include:
  - Curate and organize original exhibitions
  - Write and edit exhibition related texts
  - Call for artist submissions; receive artist exhibition proposals and work with a Selection Committee to establish the Gallery schedule of shows; correspondence with artists.
  - Maintain the gallery exhibition schedule, which will involve negotiating dates with artists for monthly exhibitions, as well as arranging opening receptions.
  - Attend the OSAC convention and select exhibitions.
  - Installation of exhibitions in the Gallery, working with an installation committee and with exhibiting artists
  - Executing exhibition contracts for artists.
  - Handling of artworks, including monitoring the condition of artworks received and during exhibition through condition reports.
  - Research and care of the permanent collection, including regular monitoring of the condition of the works in the collection.
  - Documentation of exhibitions & maintaining exhibition files.
  - Maintain the gallery space, including overseeing patching and painting of the gallery walls, replacing light bulbs, etc.

- Communicate with the Administration assistant to arrange for gallery sitters or volunteers to assist with receptions and activities.
  - Develop gallery programming, including school tours, presentations or artist workshops.
2. Grants:  
Responsibilities will include research and preparation of grant applications and follow up reports to secure program and operational funding.
  3. Programming:  
The Coordinator will be responsible for organizing the programming held at the Cultural Centre in the fall, winter, spring and summer sessions, working jointly with the Program Committee and the Board.  
  
Programming will involve initiating a school tour program of exhibitions in the gallery, serving as a liaison between the school and the Cultural Centre.
  4. Corporate or third party funding for gallery of show:  
The Coordinator will be responsible for building up sponsorships and a group of stakeholders that are willing to provide third party funding to the operations of the art gallery and to fund programs.
  5. Communications:
    - The Coordinator will be responsible for the promotion and advertising of programming and events offered at the Cultural Centre, working with a graphic designer. Promotion will involve social media, postering, emails, and contacting media.
    - This position will also involve communications with the public, responding to phone and email inquiries, as well as communicating with artists and art instructors to organize programming.
    - Meeting with administrator monthly to lay out their work plan.
  6. Attendance at Board Meetings:  
The Program Coordinator will be required to report to the Board with updates on the management of the cultural centre.
  7. Planning:  
The Coordinator will prepare an annual gallery schedule, program schedule and budget for approval by the Board of Directors.

Other duties as assigned.

**Time Sheets:**

Monthly time sheets will be maintained and submitted to the Treasurer on a timely basis.

**Annual Holidays:**

Annual holidays will be provided in accordance with *The Labour Standards Act (Saskatchewan)*.

**Overtime:**

The Coordinator will receive pay for overtime in accordance with *The Labour Standards Act (Saskatchewan)*.

**Sick Leave:**

No paid sick leave will be provided

**Bereavement Leave:**

No paid bereavement leave will be provided

**Leave of Absence With Out Pay:**

Written notification of request for a leave of absence without pay should be submitted to the Board at the earliest possible convenience. Leave must be approved by the Board.

**Performance Reviews:**

The performance of the Coordinator will be reviewed by the Board annually.

**Personal Vehicle Use:**

The Coordinator will be reimbursed at a rate of \$0.40/km (or the rate approved by the Board) for the use of his/her personal vehicle for Cultural Centre purposes. The Coordinator will keep track of kilometers and submit an expense statement to the Treasurer and Board for approval and payment.

Applications will be accepted until August 15, 2022.

Please apply with your resume and a cover letter to [art@lastmountainlakeculturalcentre.ca](mailto:art@lastmountainlakeculturalcentre.ca) attention Personnel Committee

The LMLCC thanks all applicants for their interest, but only those chosen for an interview will be contacted.