



ORGANIZATION OF SASKATCHEWAN ARTS COUNCILS

Job Title: Visual Arts Assistant – 6 month Contract
Position Classification: Contract with potential for full time employment pending funding
Purpose of the Job: The position has two foci; providing visual arts assistant support for all OSAC programs and support to the Visual & Media Arts Coordinator through the *Arts on the Move* programs.

General Summary of the Job: The Visual Arts Assistant – Contract is a support contract person in OSAC responsible to assist the Visual & Media Arts Coordinator to implement *Arts on the Move*, provides OSAC members and their audiences with a higher level of responsiveness and service and to assist the Executive Director with other duties as requested as they may arise.

Core Tasks and Duties/Performance Expectations/Results: Assisting Visual & Media Arts Arts Coordinator, by preparing and coordinating exhibitions for touring by:

Program Delivery

- Maintaining database for schedules and statistics for visual art events
- Maintaining and updating Contact and Conference Database for visual arts
- Assisting (as required) with the media releases for all visual arts events
- Preparing and mailing out Visual Arts kits for all visual art touring
- Assisting Visual Arts Co-ordinator with correspondence to arts councils and visual artists
- Preparing condition reports, conditioning works and preparing works for touring visual arts shows – includes monitoring condition of visual art exhibitions prior to and following completion of tours and reporting to the Visual Arts Co-ordinator problems that need to be addressed
- Assisting in the development and preparation of exhibition didactic materials, including mounting and framing leader panels and creating and mounting wall labels.
- Helping co-ordinate exhibitions for touring, including: preparatorial work of packing, crating and shipping, and assisting in research for touring exhibitions, including research for education packages and didactic materials.
- Assist in developing promotional materials (brochures, media releases, invitations, posters), exhibition support materials (care and handling and packing instructions) and assistance with developing education packages
- Tracking shipping information and exhibition evaluations
- Compiling booking requests following yearly Showcase
- Assisting the Visual Arts Co-ordinator with coordinating the Visual Arts exhibition during the Showcase
- Providing proofreading assistance for the office
- maintaining VA filing system

Organizational Support:

- Completing filing pertaining to Visual Arts Programs
- responding to routine verbal and written requests from arts councils for visual arts information (such as tour bookings, costs, grants etc.)
- Attending and participating in bi-weekly staff meetings and showcase meetings
- Participating in the Showcase organizing committee in planning and delivering the annual **Showcase and assuming designated assignments during the conference.**
- Participating in the planning and implementation for the Annual Strategic Planning Session for OSAC's visual & media arts programs.
- Providing reception/front desk duties (phone and walk-ins) as needed
- Assisting with ordering office supplies as needed
- Assisting in preparing general OSAC information (such as brochures, annual report, website and newsletters) as needed
- Compiling visual arts information for monthly mailings to arts council members and assisting the Executive Director (or other staff person as directed by the ED)

Who the position interacts with and in what ways:

The position interacts with all OSAC staff (specifically the Visual & Media Arts Coordinator for providing assistance to *Arts on the Move*. There will be on-going interaction with OSAC staff and the Executive Director regarding information and updates on the visual programming.

Qualifications:

- The following skills/knowledge through completion of post-secondary education, likely in fine arts, and two to three years experience in a similar position. Experience and interest in the visual arts is essential.
- Experience in photographing works
- Experience in art handling and exhibition installation procedures
- Building/ carpentry experience
- Preparation experience in creating packing support materials
- Ability to do some heavy lifting
- Comfortable using power tools to build and make any adjustments to crates that are used to ship works.
- Comfortable using spray paint and alkyd paint which is used occasionally
- High degree of proficiency in MS Office Suite, Photoshop and use of emails for communication.

As a member-based organization, the position also requires an individual with:

- Good in organization and planning in order to work in a dynamic and changing environment
- Commitment to being a team player and working to meet team goals
- Ability to manage conflict and work to facilitate consensus
- Ability to communicate and work with members to meet their needs is essential.
- Ability to convey, listen to and interpret sensitive and complex information and opinions of diverse audiences with clarity, conciseness and professionalism, in both verbal and written contexts.
- Willingness to share areas of competence with others and willing to coach and encourage the meaningful contribution of others both within and external to the organization.
- Ability to show personal leadership within the position, through setting priorities and meeting timelines consistently.
- Strategic thinking/problem solving skills and the ability to anticipate upcoming opportunities and challenges, determine required outcomes and use innovative approaches to develop supportive systems and processes
- Willingness to participate in the ongoing change process required of an organization that values the cultural community.

Description of Working Conditions: The position is 4 days/week at 7 hours per day. The work of the VA Assistant is a 6 month contract position, however it is anticipated that this position will become full time (pending funding). Some travel outside of Regina may be required to attend OSAC program activities which may include overnight travel. Participation in delivery of **Showcase** will require being away from Regina.

The operating environment of a member-based, provincial organization is such that staff may be required to work extra hours to meet the need of the schools, performing artists on tours and OSAC members. While the position needs to be flexible to accommodate work schedules, OSAC is committed to providing appropriate time-in-lieu and/or compensation.

Supervision:

The Visual Arts Assistant reports directly to the Visual & Media Arts Coordinator and the Executive Director

Reporting may involve both face-to-face meetings as well as written reports. The Executive Director & Visual Arts Coordinator will decide on the scope of authority of the position in making decisions independent of other stakeholders.

Application Deadline: Please submit cover letter and resume by 4:30pm (SK Time) on June 22, 2009 by email to colleen@osac.sk.ca. This is a 6-month contract position with the potential to become full time (funding pending). The position will start approximately July 15, 2009.

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