



Job Description

Job title	<i>Arts Administrative Associate</i>
Reports to	<i>Curator</i>

Job purpose

Reporting to the Curator, the Arts Administrative Associate, will support the Woodland Cultural Centre's goal to provoke conversation through our exhibitions and multi-disciplinary programs through an Indigenous perspective. The Arts Administrative Associate assumes the responsibilities for administrative duties including but not limited to: coordination and scheduling of meetings for Curator's office; organization and filing of documents and contracts; maintaining up-to-date department statistics, reports, and records; taking meeting minutes, proofreading and copyediting; aiding with preparation of submissions to funding bodies; assisting with exhibition and event preparation including writing artist contracts, assist with the preparation of promotional images and text, work with staff and designers to create template and schedules for social media marketing to promote online and in person programs. The Arts Administrative Associate will work within the policies and procedures established by the Woodland Cultural Centre.

Duties and responsibilities

- Works closely with the Curator as well as participating artists to coordinate exhibitions and events throughout 2022-2023,
- Maintaining up-to-date department statistics, reports, and records and filing of documents and contracts
- Aides with the preparation of submissions to various funding bodies and foundation grants
- Assist with the exhibition and event preparation including: writing artist contracts, assist with the preparation of promotional images and text, work with staff and designers to create template and schedules for social media marketing to promote online and in person programs
- Coordinates all internal and external meetings for the Curator
- Assists with departmental budget tracking and financial reporting
- Promotes programs to Woodland's support communities
- Other duties as assigned.

Qualifications

- Must be a recent post-secondary graduate, with focus on Arts Administration
- Interest in Indigenous multi-disciplinary art
- Effective communication skills (written and oral)
- Experience with social media marketing

Working conditions

- This position requires moderate physical effort.
- This position requires moderate visual/sensory effort.
- This position typically operates in a generally agreeable work environment.
- Mental Stress: There is regular deadline pressure from various sources.

Direct reports

Executive Director

Approved by:	<i>Janis Monture, Executive Director</i>
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Date approved:	<i>2022-05-03</i>
Reviewed:	