



Create. Connect. Inspire.

Job Position: Program Coordinator and Administrator

[Arts For All](#) is inviting enthusiastic candidates to join our team. We seek candidates who are passionate about arts and creativity.

Purpose Creating Arts Access for All

Mission Connecting Artists to Community

Vision Inspiring Arts Everyday, Everywhere for Everyone

A charitable organization of the Hamilton Conservatory for the Arts founded in 1999 by Vitek Wincza, whose lived experience led to his vision that arts programs motivate and inspire learning and creativity, and that access to quality arts programming is essential to healthy whole development.

Vitek's passion to remove barriers for full access to the arts ignites this dream. From this dream our team designs innovative arts education and community arts programming, lead professional learning access opportunities for practicing and emerging artists, and engage professional artists to share their artistic practice with the wider community.

New Name with an Expanded Mission!

Since its beginning over 20 years ago, (Culture for Kids in the Arts is now) Arts For All delivered innovative, high quality arts education programs to more than **57,000 children and youth** at no cost to the participants and families AFA serves.

Together with the Hamilton Conservatory for the Arts, Arts For All is charting its course for the next 20 years. AFA is poised and ready to spread the word about the new name and impact **Arts For All** contributes to an inspired, creative and healthy community -- It's an exciting time to join the Arts For All team!

Focus:

Arts For All (AFA) is currently recruiting a **Program Coordinator/Administrator**

Key Responsibilities:

The role and outputs can include, but are not limited to:

Program Coordinator

- Coordinate artist educators, apprentices, mentors and partnering agency schedules, contacts, etc
- Support project and program development work with Program Management
- Maintain program coordinator critical path and regularly update Program Manager

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- Respond to and support inquiries relating to programs and work with Program Manager to oversee concerns
- Summarize information from surveys, focus groups, interviews into report formats together with the Program Manager
- Support development, implementation and collation of arts based evaluation strategies and processes with artist educators and partnering agency staffs
- Record and update ongoing activities and related statistics
- Support material and equipment maintenance, ordering and inventories
- Support events including infrastructure and presentation set up and strike
- Support volunteer initiatives coordinating scheduling and communication

Administrator

- Support and maintain administrative related duties including organization functions relating to payroll, expense/revenue tracking, data entry and statistics
- Support and maintain human resources administrative related responsibilities (ie. emails, agreements, sector checks, etc.)
- Support and maintain office systems and operations (ie. filing, organizing, workspace systems, archiving, etc)
- Support fund development activities lead by Fund Development Officer and supported by Program Manager
- Support marketing and communications activities lead by contract Marketing and Communications staff and Program Manager

Experience and Skills

- Arts Administration experience and artistic practice
- Excellent communication and interpersonal skills
- Outstanding social and relationship management
- Highly organized and detail-oriented
- Agile problem-solver and thrives in a dynamic environment
- Proactive and demonstrates initiative
- Takes ownership and is accountable
- Technical and cloud-based organizational proficiency

If you are interested in this position, please submit your letter and resume to: arts@artsforall.co

Only candidates selected for an interview will be contacted. Personal information collected during the recruitment process will only be used for employment opportunities in accordance with the Freedom of Information and Privacy Act.

As part of the Arts For All commitment to access and equity, we strive to represent the diverse communities that we serve. Arts For All is an equal opportunity employer and welcome applications

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from individuals who are Indigenous, immigrant, LGBTQA 2S+; persons with disAbilities; women, non-binary and individuals from racialized communities and other equity seeking groups are encouraged to apply. Accommodations are available throughout the recruitment process. Please inform us of any accommodation requests.

Submission May 15, 2022

Start June 15, 2022

Salary Hourly \$17-\$20/hr

Job Type Half-time employee position: 25hrs/wk