



Position: Administrative Coordinator

Salary: \$25/hr, benefit plan available

Hours: Permanent, full time, with benefits. 30 to 37.5 hours/week, negotiable.

Closing Date: January 21,2022

Anticipated Start Date: We would like to enable the successful candidate to start as early as February 15, 2022

The Opportunity

The Administrative Coordinator shares the Nanaimo Art Gallery team's values of relevance, relationships, innovation, and openness. Reporting to the Executive Director, the Administrative Coordinator develops, implements and maintains administrative systems to improve quality, efficiency and services related to operations and procedures. The Administrative Coordinator participates in a wide range of activities including team support; meetings, professional development and other initiatives.

About Nanaimo Art Gallery

Located in the heart of Nanaimo, on the lands of the Snuneymuxw, Nanaimo Art Gallery is an ambitious public art museum that engages and inspires our community through art.

Over the past several years, the Gallery has moved through a phase of significant transformation to reposition itself in the communities we serve and to enhance our capacity. We have re-imagined and enriched our integrated exhibition and education programs, created new partnerships, and strengthened our relationships with artists and audiences. We are a trusted organization with a growing reputation. Our vision is to be a creative hub for Vancouver Island, where we build relationships, connect communities, and affect change through art.

An inquiry-based approach infuses and connects all Gallery activities and a small, dedicated team of staff, board and volunteers offers a program that is rooted in our unique regional context and resonates with audiences globally.

Profile of the Candidate

You are a hard working individual with strong organizational skills, attention to detail and the ability to manage your time proficiently. You have excellent financial management skills and are

adaptable. On a daily basis you will work closely with your colleagues as a key member of a supportive team in which all voices are heard and you are excited at the opportunity to contribute to a growing organization.

Drawing on your experiences, you can see ways to improve efficiencies and are excited to put new systems in place. You will participate in a wide range of activities outside the exhibition space, including team support; meetings, professional development and other initiatives.

Specific Duties and Responsibilities

Working closely with the Executive Director your responsibilities will include, but may not be limited to:

- Designs, implements, monitors and maintains administrative systems and procedures, physical and virtual
- Financial management, including the preparation of financial reports, invoicing and collections, processing all payables, maintaining the petty cash fund, assistance with budgets, and account reconciliations.
- Prepares documents for audit in consultation with bookkeeper and Executive Director
- Manages payroll, assists with HR record keeping, employee orientations and coordinates payroll requirements
- Designs and maintains document management systems
- Manages bookings for Artists in the Schools
- Coordinates employee benefits with group benefit provider
- Works with team to develop risk mitigation measures, including insurance coverage
- Maintaining government compliance reporting including Gaming Summary Reports, CADAC statistics, PST & GST reports, and other financial reporting
- Assists in the preparation of applications for financial assistance to funding agencies
- Assists with the coordination of fundraising initiatives
- Assists with the circulation of communications materials including newsletters, programming brochure, donor communications
- Works with Gallery Technician to coordinate technical and computer system support and liaises with IT consultant
- Manages office supplies and equipment purchasing
- Provides confidential administrative support to Executive Director and Board of Directors
- Coordinates policy reviews
- Responsible for Facility Rentals in collaboration with Visitor Services Coordinator

Requirements (Qualifications, Knowledge, Education and Skills)

- Certificate/diploma/degree in office/business/arts administration
- Financial administration training
- 3-5 years of recent experience in administration
- Excellent administrative and project management skills
- Ability to work independently without constant supervision but also must work interdependently with others
- Ability to think critically, employ sound judgment, evaluate situations and engage appropriate parties at varying levels to arrive at solutions.

- Ability to successfully organize, prioritize and complete multiple planned and unplanned projects
- Proactive and self-motivated
- Confident and clear communicator with strong written and oral communication skills
- Detail-oriented, efficient, and self-starting
- Passion for art and culture
- Desire to contribute to and collaborate with a creative team
- Proficiency with bookkeeping, including experience with SAGE accounting software
- Proficiency in common communication tools (MS Office, Google Suite, Adobe, Zoom, etc) and the capacity to learn and apply new technologies

Preferred Qualifications

- Proficiency in IT maintenance and troubleshooting
- Experience working with a non-profit organization
- A combination of education and experience will be considered

To Apply

Please submit a letter of interest, detailed resume, and 3 references by email to Carolyn@NanaimoArtGallery.ca with the subject heading “ Administrative Coordinator Search”

Closing date for applications is January 21,2022. Only those selected for an interview will be contacted.

Nanaimo Art Gallery hires on the basis of merit and is strongly committed to equity and diversity within its community.

The Gallery encourages applications from visible minority group members, women, Indigenous persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities.

It is currently a requirement of employment at Nanaimo Art Gallery that all employees disclose their COVID-19 vaccination status. Employees who are unvaccinated or who choose not to disclose their vaccination status may be subject to secondary safety measures, including rapid testing.

Date Prepared: December 16, 2021