

VANCOUVER BIENNALE ADMINISTRATOR/CULTURAL PROGRAMMER

Job Title	Administrator/Cultural Programmer
Status	Full-time
Salary	\$36,000 – 40,000/ year
Hours/Days of Work	Full-time, flexible hours with weekends and evenings as necessary

ABOUT THE VANCOUVER BIENNALE

The VANCOUVER BIENNALE is a non-profit charitable organization that celebrates art in public space by building community and transforming neighbourhoods into an OPEN AIR Museum, where art is the catalyst for learning, engagement, and social action. Our goal is to transform the urban landscape, creating globally inspired cultural experiences where people live, play, work, and transit.

Our exhibitions integrate international public art into peoples' daily lives and bring a wide audience of people of all ages and cultural backgrounds together as a community to explore, learn, dialogue and imagine. Building on these experiences and working closely with our partners, we program series of events that include lectures, talks, gatherings, education programs for schools, projects for post-secondary learning institutions, publications, and a strong online presence.

The team at the Vancouver Biennale has been responsible for bringing some of the most iconic and ambitious public art projects to the city and its surrounding areas. Yue Minjun's infectious *A-maze-ing Laughter*, the monumental *WOW Westminster* by José Resende in New Westminster, and OSGEMEOS' *Giants* on the silos in Granville Island, are just some of our projects that have become iconic parts of Vancouver's visual identity. Consider joining our committed team to be part of our innovative, inclusive, and rewarding workplace.

POSITION OVERVIEW

The Administrator/Cultural Programmer is responsible for offering administrative support to the Director of Public Projects and event coordination and event production support to the Curator of Ancillary Projects. The successful candidate will work closely with the curatorial and management team to ensure Vancouver Biennale public art projects and programs are realized in a timely and expeditious manner. As determined, liaising with artists, civic departments, other government, and outside agencies might be required. Although work is collaborative, the candidate will have considerable independence and latitude to exercise individual judgment. Job responsibilities will include but are not limited to: preparing documents and reports, updating project files, liaising with artists, partners, and vendors, setting up for events, and performing other administrative and production tasks as needed.

KEY CONTACT/REPORTING RELATIONSHIP

This position reports to the Director of Public Projects/Managing Director.

SPECIFIC DUTIES/RESPONSIBILITIES

Duties and responsibilities include the following:

- Offering program support to the Director of Public Projects and Curator of Ancillary Projects
- Assisting in preparing contracts, coordinating art project fabrication, installation, dedication, documentation, registration, and maintenance
- Under the leadership of Curator of Ancillary Projects, coordinating public programming such as Culture Days, National Multicultural Day, artist talks, etc.
- Representing Vancouver Biennale at events and through partnerships
- Being available to work at Vancouver Biennale evening and weekend events and presentations
- Updating the Vancouver Biennale website (WordPress), file database, and archive systems
- Attending meetings and helping nurture relations with cultural partners
- Liaising as needed with artists, consultants, civic departmental staff, and others
- Preparing related reports and meeting with officials of city departments such as Planning, Parks, and Engineering Services as requested/required by Vancouver Biennale's senior management
- Drafting reports for the Board of Directors, Staff Curators and Senior Managers
- Replying to public inquiries and corresponding with other civic and outside agencies
- Performing related work as requested/required

MINIMUM POSITION REQUIREMENTS

Education and Experience

- University graduation, preferably in Fine Arts or the Cultural Planning sector, with considerable (5 -10 years) experience, or a combination of education and relevant experience

Knowledge, Skills, and Abilities

- Demonstrated administrative experience, preferably with public sector and/or private development companies' public-art programs
- Knowledge of Microsoft Office (Word; Excel; Outlook) and WordPress
- Knowledge of Adobe Creative Suite (Photoshop; Illustrator) a strong asset
- Event coordination experience
- Knowledge of contemporary public-art planning and development issues
- Demonstrated experience working with artists to create or present artworks in public or gallery or museum contexts is preferred

- Writing and communication skills and demonstrated ability to communicate art to broad audiences and communities
- Knowledge of contemporary art and artists
- Demonstrated engagement with contemporary issues in art practice
- Knowledge of public-art resources, including artists, art institutions, educational institutions, and other infrastructure supports
- Excellent ability to work within a team environment and within strict timelines
- Ability to manage multiple deadlines and to work under tight timelines while responding to changing priorities
- Knowledge of civic governmental structure and development processes an asset

A valid B.C. driver's license is required. The license must not include any restrictions that would affect the ability to legally and safely carry out job responsibilities. Transportation arrangements must meet the operational requirements of the Vancouver Biennale.

Application Close Date: August 13, 2018

Position Start Date: August 27, 2018

Compensation: Commensurate with experience, \$ 36,000 – 40,000

Application Procedure

Kindly submit the following materials to jobs@vancouverbiennale.com with “Administrator/Cultural Programmer” in the subject line of your email:

- A cover letter that includes how your specific job experiences qualify you for this position and why this position with the Vancouver Biennale specifically interests you
- Your CV
- Names and contact details of at least three references

The Vancouver Biennale thanks all applicants in advance. Only those candidates selected for an interview will be contacted. No phone calls please. Questions may be forwarded to the email address listed above.