

## Associate Manager, Studio

This is a permanent, full time, salaried opportunity, located in Calgary, AB.

Due to the continuing restrictions imposed by COVID19, this position will require both remote and on-site work flexibility.

### Who We Are

The National accessArts Centre is a fun, fast-paced, dynamic work environment where we all collaborate to provide artistic training, creation, exhibition, and present opportunities for artists with disabilities. As a creativity hub for artists living with disabilities, so often limited in their opportunities and choices, we blur the lines between professional artists, disabled artists, entrepreneurs, innovators, and storytellers by sharing their work internationally and re-shaping how the world views and appreciates their talents and place in our communities.

### Who You Are and What You Will Do

A creative leader, with some experience, who is able to facilitate, mentor, and/or instruct our diverse body of participating artists. You are passionate about helping other artists achieve their goals, in all elements of the artistic process, and are committed to ensuring that decisions made by our artists are theirs and theirs alone. You thrive on change, fostering independence, new opportunities, and strategic planning. You are ready to embrace our mission and values and commit yourself to the goals of the National accessArts Centre.

Reporting to and working closely with the Director, Artist & Program Development, you will implement a program plan that looks at the advancement of our artists in our self-directed studio, work directly with artists to facilitate their practices, and seek to deliver outstanding opportunities.

- **Team Leadership** – supervise artistic instructor staff, practicums, volunteers; set goals and evaluate development; lead the team to understand and support artists' needs; guide artists to identify goals and conceptualize new works.
- **Oversee Studio Operations** – ensure the studio is clean, safe, and equipped to meet the needs of our artists and their projects; coordinate the proper framing or display of artists' finished works; lead the creation of individualized artist training plans; ensure any suspected mental or physical health challenges are appropriately reported.
- **Assist with Exhibitions & Events** – lead your team to assist with all of the NaAC exhibitions and events, including set up/tear down; hanging art works; assist with tracking exhibition statistics.
- **Maintain Tracking & Reporting** – ensure governmental and internal reports are kept updated and properly circulated.

### Experience and Skills You'll Bring

- Formal training or relevant experience in the visual arts.
- 2-5+ years in a facilitator, teaching, administrator, mentor or collaborator role in the arts.
- Meticulous attention to detail.
- A strong team player with a mature attitude and ability to work autonomously in a collaborative environment.
- Exemplary verbal and written communication skills.
- Experience working with individuals with developmental disabilities (asset).
- Strategic management and organization.
- Moderate skills in Microsoft office suite including Word, Excel and Outlook .

### Salary & Benefits

- Salary: \$50,000.00/annum
- Paid vacation and flex days
- Mandatory health & safety training
- Professional development opportunities
- Generous health benefits; RRSP & TFSA matching
- Annual team building activities

### To Apply

Submit your resume, with a cover letter, to Karly Mortimer, Director, Artist & Program Development, at [karly.mortimer@ouriac.ca](mailto:karly.mortimer@ouriac.ca).

All applicants must be legally authorized to work in Canada. The National accessArts Centre is an equal opportunity employer and committed to providing a work environment that is free of discrimination and harassment. Our employment decisions will be based on our organization's needs for this position and the successful applicant's qualifications.