



Studio Tech and Administrative Assistant

Part-time, Contract

Kingston School of Art is a nonprofit charitable organization founded in 1994 that provides year-round multi-disciplinary arts education for all ages and stages and provides public exhibition opportunities for emerging and accomplished artists in the Window Art Gallery. Our mission is to enhance the opportunities for the cultivation of art within our community through studio-based instruction, employment opportunities for arts educators, and community-based projects and partnerships.

We are seeking a part-time Studio Tech and Administrative Assistant. Reporting to the Executive Director, the Studio Tech and Administrative Assistant will support daily operation, administration, and programming of KSOA. This is a 6-month, contract position renewable based on funding and performance.

As the Studio Tech and Administrative Assistant of KSOA, you will be responsible for:

- General administrative support including but not limited to course registrations, communication, processing fee payments, and student and instructor support
- Managing social media communication, promoting events and classes, the monthly newsletter, and updating the website
- Facilities maintenance including light cleaning, art supply organization, and art supply inventory and ordering
- Outreach program and event preparation and volunteer coordination
- Assisting visitors to the Window Art Gallery and processing art sales
- Supporting events such as opening receptions

Qualifications

- A post-secondary degree, diploma, or equivalent experience with focus in administration, art, and/or nonprofit management an asset
- Experience working within an arts setting or non-profit agency
- Proficient in MS Office, Google Suite, and Canva, or similar software applications
- Experience creating communication/marketing assets for social media is required and previous experience with updating websites (Wix, Shopify, etc) is an asset
- Experience processing payments and working within financial policies; previous experience with Amilia or similar registration software is an asset
- Strong organizational, communication, and interpersonal skills
- Creative, energetic, and enthusiastic with a high level of professionalism
- Ability to work independently and with minimal supervision, and ability to problem solve and manage competing priorities

- Must be able to meet the physical demands of the role, which include cleaning, lifting up to 20 pounds, and working with and around arts supplies which may include paints, solvents, or other materials that require WHIMS training
- Ability to work set hours, with some flexibility as needed
- Provide a clear criminal record check (CPIC) including vulnerable sector

Hours and Salary: 1-5 Monday through Thursday and 11-3 Fridays (negotiable) with occasional weekend availability, 20 hours/week up to 26 weeks contracted, renewable based on funding and performance. \$18.00/hour plus 4% in lieu. This position requires work onsite at Kingston School of Art.

Deadline to apply is Wednesday, July 31st. Anticipated start date: Monday, August 26th

How to Apply:

Interested candidates must submit a **cover letter and resume** to:

Victoria Smyth, KSOA Executive Director

Email: executivedirector@ksoa.info

Website: www.ksoa.info

KSOA hires on the basis of merit and is strongly committed to equity and diversity within its community. We welcome applications from racialized persons/visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to productively engage with diverse communities.

If you are contacted to participate in the recruitment, selection and/or assessment process, please advise the interview coordinator of any accommodations needed with respect to any materials or processes used to ensure you have access to a fair and equitable process. Alternate formats will be provided upon request throughout the recruitment and selection process. If you require accommodation in order to participate as a candidate in the recruitment.

Thank you to all applicants for their interest in KSOA. However, only those selected for an interview will be contacted.