

FACILITIES + ADMINISTRATION COORDINATOR

\$19/hour - 21 hours per week

Video Pool Media Arts Centre is seeking someone to fill the part-time role of Facilities and Administration Coordinator, working across various departments and acting as one of the primary contacts for members accessing VP's equipment and facilities.

The Facilities + Administration Coordinator is responsible for all aspects of venue coordination as well as assisting the Technical Director with equipment/facilities rentals and other technical duties. The Coordinator will also assist with general administration and data entry. This is primarily an on-site position.

VP is a small artist-run centre and as such, successful candidates will have a passion for the arts, be an independent worker who enjoys being part of a close-knit team, and will be prepared to wear multiple hats in order to support our collective pursuit of the organizational mission.

Primary Responsibilities Include:

- Develop and maintain venue bookings and scheduling, including client communications
- Equipment and facilities rental in accordance with VP policy and procedures.
- Maintaining and enhancing rental procedures
- Promotion of VP's venue and activities therein
- Clear communications across all departments of the organization
- Development of venue procedures and policies as required
- Active participation with the VP team in developing and maintaining VP's anti-oppression and Safer Spaces policies
- Concession stock management
- Responsible for event opening and closing procedures including float, cashing out, and related record keeping (statistics, attendance etc)
- Managing volunteers at the event
- General event duties
- Administration data entry
- Other duties as needed

Essential Qualities and Abilities

- Highly organized and extremely detail oriented
- Excellent interpersonal and communication skills, both written and verbal
- Ability to work independently with good decision-making skills while working collaboratively as part of a team
- Interest in Artist-run culture
- Active in the arts (or strong desire to be)
- Solid understanding of customer service skills

- Self-motivated and detail oriented
- Ability and willingness to work evenings and weekends
- Smart Choices responsible service certification is an asset
- Wordpress capabilities are an asset

VP considers itself a training ground for both artists and cultural workers and as such, a successful applicant need not already have all the necessary skills and work experience associated with the position responsibilities, but **should be able to gain these skills quickly**, as they will rely on them in order to be successful in their role.

VP is actively committed to the ongoing work of building anti-oppressive and inclusive practices and spaces and we encourage individuals from equity-deserving groups to apply.

About Video Pool Media Arts Centre

Video Pool Media Arts Centre inspires curiosity and creative expression through technological empowerment and open exploration in all media art forms, cultivating experimental artistic practices and accessibility to technology through presentation, production, distribution, and education. We house the largest collection of prairie video art in Canada, present work at the intersection of technology and art in our Poolside Gallery, and The Output, our A/V performance and rehearsal venue, provides new opportunities for performance based work.

VP is Manitoba's only artist-run centre dedicated to the exploration of technology-based art. <http://www.videopool.org/>

Deadline to Apply: Oct 23, 2023

Remuneration: \$19/hour at 21 hours/week + benefits

Additional benefits: 3 weeks paid vacation + additional 2-3 weeks for December closure)

How to Apply: Please email a single document that contains your cover letter and resume to:

Human Resources Committee

Video Pool Media Arts Centre

info@videopool.org