



st.michael's printshop

Job Title: Program Coordinator
Organization: St. Michael's Printshop
Location: St. John's, Newfoundland & Labrador

Start Date: August 1st 2022

End Date: May 31st 2023

Wage: \$18 per hour

Hours: 10 Hours per week

Position Time Frame: Part - time contract for 10 months

St. Michael's Printshop (SMP) exists to develop and grow printmaking as a participatory and accessible art form. SMP provides the facilities and opportunity for visual artists from across the province, Canada, and internationally, as well as for its local community, to learn and engage in the art of printmaking. One of the province's few artist-run centres and the only artist-run printmaking studio, SMP promotes and continues to push the boundaries of printmaking as a contemporary art form. SMP provides space and specialized equipment for artists to work, educational opportunities through scholarships and workshops, and residencies through its visiting artist program.

St. Michael's Printshop is looking to hire a Program Coordinator to manage a new project. The project includes panel events that will be held in person and online as well as a Print Camp. The programming coordinator will work with staff and the Anti-Oppression committee on the development of the events and Print Camp, and they will manage the project on a day to day basis. This will include communicating with artists, organizing and running events (online and in person) as well as promotion of the events.

St. Michael's Printshop is seeking a motivated, dynamic, and organized individual who has experience with event management, administrative duties, social media, and artist-run culture. Additionally, this individual must enjoy working with the public and have strong communication skills as SMP is a community printshop that strives to be welcoming to everyone.

The Program Coordinator will be working closely with our staff and Anti-Oppression committee. This position is flexible in that most hours can be done remotely but the Program Coordinator will be required to be present (in person) for all events.

Qualifications:

- Foundational knowledge or interest in printmaking and our NL arts communities
- Basic administrative knowledge including: Working knowledge of G Suite, Google sheets or Excel, Wordpress, web integration, and familiarity with the Adobe Suite (Photoshop, Illustrator)
- Familiarity with social media outreach
- Experience in event and programming coordination, and a familiarity with digital platforms and running online events
- Strong communication skills in both oral and written formats
- Some video editing skills preferred but not necessary



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Application must include:

- A cover letter outlining **highlighted experience, interest, and skills** relevant to the position.
- Current CV
- Names of 2 references with contact information provided (optional)

**If this process is prohibitive for you but you are qualified and would like to apply, please contact Christeen at the email listed below so we can figure out an alternative.

*Please submit **all** application documents by **11:59pm NL time on July 4th, as a single PDF** to Christeen Francis, Executive Director, via the St. Michael's Printshop email: **stmichaelsprintshop@gmail.com***

Subject line:

Your name_ ProjectCoordinator_Application 2022

We appreciate your time and will have our applications reviewed in a timely manner after the call for applications has closed.

Sincerely,

Christeen Francis – Executive Director of St.Michael's Printshop