

Neutral Ground - Job Description, Administrative Coordinator

Position Summary

Reporting to the Board of Directors, the Administrative Coordinator will work with the Programming Coordinator within a non-hierarchical framework to manage all aspects of the gallery's daily operations in order to engage the public in meaningful contemporary art experiences. The position is full time and based on a 35-hour work week. The Administrative Coordinator will work four days a week at the gallery from 11 am - 6 pm (totalling 28 hours). The remaining 7 hours/week will be worked flexibly to fulfill job duties including exhibition/event installation and receptions; board meetings; fulfilling grant deadlines, and other listed job duties. This position is tailored towards an emerging professional as part of Neutral Ground's commitment to provide early career support within our expanded community. A training, mentorship, and professional development plan will be tailored to the successful candidate, in consultation with the Board.

Staff are expected to work collaboratively with fellow staff, volunteers, and Board members to perform their duties. Staff will respect diverse points of view and facilitate productive exchange. Staff will adhere to Neutral Ground Human Resources Policy. Some job duties will be shared with the Programming Coordinator as is deemed appropriate in dialogue between Staff and Board.

Key Responsibilities

Operations

- In collaboration with the Programming Coordinator and in close communication with the Board of Directors, developing grant applications and reports to funders;
- Tracking and updating statistical records in line with expectations of funding agencies;
- Maintaining organizational documents including Provincial and Federal charitable return submissions;
- Managing facility upkeep including shipping/receiving, ordering supplies, maintaining equipment;
- Ensuring the safety and security of the building including all legal aspects relating to insurance, equipment, and upkeep;
- Managing membership lists, drives, and renewals;
- Developing strategy around and organizing fundraising activities in collaboration with the Programming Coordinator and the Board;
- Hiring and managing contractual staff;
- Liaising with the landlord for maintenance issues and working with the Board to manage and maintain the facility.

Financial Oversight

While financial oversight is a core responsibility of the Board of Directors, some duties will be delegated to Staff. The Board will provide training, support, and oversight in the following staff-delegated duties:

- Drafting, monitoring, and updating annual global budgets;
- Working with the bookkeeper and accountant to maintain sound financial practices, file management, accounts payable/receivable, and preparation of year-end materials for annual financial reviews;
- Presenting monthly bookkeeping reports to the Board of Directors, and preparing financial reports to the board and funders;
- Observing Neutral Ground's Financial Policy, including co-signatory requirements.

Other

- Maintaining regular office and gallery hours;
- Fostering meaningful engagement with gallery visitors;
- Staffing events and activities;

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- Assisting with the duties of the Programming Coordinator, where necessary, and in order to cover absences.

Competencies

- Strong ability to work collaboratively with fellow Staff, Volunteers, and Board Members;
- Management and administration skills, including oral and written communication and financial management;
- Experience working or volunteering with artist-run-centres, galleries, and/or non-profit organizations;
- Degree in fine arts, art history, arts administration, or equivalent experience;
- Knowledge and respect for diverse points of view and the ability to facilitate productive exchange;
- Office skills including file management, operating Apple computers, MS office software, and web tools for group emailing, website updating, and social media.