

JOB DESCRIPTION

Program Administrator

Full time (35 hours per week)

\$20 per hour

8-week contract beginning 16 June 2025; possibility for extension

Applications due Monday, 2 June 2025

Summary

Working under the supervision of and in collaboration with the Program and Communications Coordinator, the Program Administrator will be responsible for supporting, developing, and executing KAC programs, with a primary focus on the KAC Membership program and the Artist Prosperity Project. They will additionally have opportunities to support and participate in other KAC programs, outreach, and communications initiatives, depending on their interest, skillset, and capacity.

Eligibility

This position is funded by Canada Summer Jobs; in order to be eligible, candidates must:

- Be between 15-30 years of age as of 16 June 2025;
- Have a valid Social Insurance Number (SIN);
- Be a Canadian citizen, permanent resident, or someone to whom refugee status has been granted/conferred.

International students, and those who are here in Canada on work, youth, or visitor visa/permits are not eligible to apply.

The following is a list of skills and assets we value for this position:

- Formal training and/or successful experience with any or all of the following: arts administration, artistic and/or service programming, membership programs, fundraising and outreach (1-2 years relevant experience preferred);
- Experience with research, analysis, and data collection;
- Strong project management skills with attention to detail;
- Community-conscious and engaged with the local arts sector;
- Commitment to continuous education in and embodiment of the values of diversity, equity, inclusion, and accessibility (DEIA);
- Proficiency with common office computer programs and software, including Google Workspace, Adobe Acrobat, Zoom, and Canva.

About the Kingston Arts Council

The Kingston Arts Council provides strategic leadership and services for the arts – as funder, leader, advocate, resource and facilitator of opportunities – in Kingston and the surrounding

area. KAC is the primary resource for arts information and support in Kingston and the surrounding region.

About the KAC Membership Program

The newly launched KAC Membership program provides increased opportunities for artists primarily in the Kingston region to access much-needed support services, resources, professional development and networking opportunities. Member benefits include: members-only communications, events, and opportunities; eligibility to exhibit in the Pocket Gallery; eligibility for the Arts & Entertainment benefits plan; discounts with local organizations and businesses; a customizable listing on our Member Directory; and more.

About the Artist Prosperity Project

The Artist Prosperity Project seeks to gather data on the demographics and income earned by artists in Katarokwi/Kingston and the surrounding region. The goals of this project are to offer a snapshot of the local arts economy and to promote financially sustainable practices and economic growth. To achieve this, we are implementing a survey targeting local artists under three headings: visual art, music, and performing arts. Data will be published alongside general sector research, with the intent to create a tool for artists, organizations, and local businesses to better understand the market and how to negotiate artist fees.

Duties and Responsibilities

Working under the supervision of and in collaboration with the Program and Communications Coordinator, the Program Administrator will have the following responsibilities:

- Membership outreach, appreciation, and retention;
- Developing the Membership program roadmap (2025-2026) and Members-only events;
- Supporting administration of the Pocket Gallery exhibition program, including: artist/exhibition selection process, curation, installation, and facilitating exhibition receptions;
- Membership supporter/sponsor outreach;
- Publishing, distributing, and promoting the Artist Prosperity Project survey;
- Gathering and analyzing data from the Artist Prosperity Project survey;
- Conducting sector research in support of the Artist Prosperity Project;
- Maintaining internal databases and external (web) resources;
- In collaboration with the Program and Communications Coordinator, develop communications initiatives related to KAC programs;
- Welcome visitors and answer inquiries (front-line communications / customer service);
- Support outreach and fundraising initiatives (ex. "Doors open" events at the Tett Centre, summer festivals, etc.);
- Other duties as assigned.

Compensation and Structure

This is a full-time position (35 hours per week), compensated with an hourly wage of \$20.00 for a period of eight (8) weeks beginning 16 June 2025. Pending approval of additional funding, this contract may be extended for an additional period of seven (7) weeks.

The Program Administrator will work closely with the Program and Communications Coordinator, who will act as their primary supervisor. They will additionally receive mentorship and guidance from the Executive Director via weekly staff meetings (structured) and as required (unstructured).

The Program Administrator will work onsite at the KAC office during regular office hours (9:30AM–5PM) and will be required to work occasional offsite, evening, and weekend events as needed. All work conducted outside of the Program Administrator's regular office hours will result in corresponding time off (lieu time) during their regular work week. Occasional remote work can be accommodated in alignment with the needs of both staff and the organization.

Application Process + Deadline

Applications are due by 11:59 PM ET on **Monday, 2 June 2025**

Applicants are asked to submit their Resume or CV and Cover Letter via email to Nicole Daniels at ED@artskingston.ca prior to the application deadline with the subject line *PA Application: [Your Name]*. Please attach all documents to a single email in PDF format.

If you require any accommodations for this process or have inquiries about the position or application process, please contact Nicole Daniels at ED@artskingston.ca or 613-546-2787