



**JOB DESCRIPTION**  
**Administrative Coordinator**  
**Sâkêwêwak Artists' Collective Inc.**

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Sâkêwêwak Artists' Collective is a non-profit artist-run centre whose mandate is to support and facilitate the development of contemporary Aboriginal arts practices. In order to carry out our mandate, Sâkêwêwak delivers projects in three streams of programming – Presentation, Professional Development and the Resource Centre.

The Administrative Coordinator will have a commitment to artist-run culture, contemporary art and independent media, and will be responsible for the overall leadership, management and public representation of the organization. The Administrative Coordinator will build on the collective's rich history and committed membership to develop the organization's profile in local, regional and national artistic communities, and guide its evolution in the coming years.

The Administrative Coordinator reports to the Board of Directors and supervises staff members who are both administrative and program oriented.

**Roles & Responsibilities**

The Administrative Coordinator will be responsible for:

- Overseeing all financial management, budgeting, contract preparation, negotiation, marketing, public relations and development/fundraising as well as box office and facilities management.
- Plan, direct, or coordinate the operations of the organization.
- Duties include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one area of management or administration, such as personnel, purchasing, or administrative services.
- Development and maintenance of mandate and vision and implementation of Sâkêwêwak's Artists' Collective Strategic Plan
- Representation of the organization to arts institutions, community organizations and funders
- Assisting with the program management and administration as required
- Assisting with the grant-writing for the organization, including fundraising and resource development in collaboration with the Board of Directors
- Assistance with the flow of communications, visual identity, web presence and media profile
- Assistance with membership liaison and development, volunteer coordination and constituency development
- Be responsible for all reporting requirements to Sask Justice and Revenue Canada
- Be responsible for bookkeeping and audit preparation

**Qualifications:**

- Proven organizational, collaborative, and leadership skills
- Experience working with Boards of Directors, memberships and volunteers
- Excellent written and verbal communication skills
- Strong organizational, interpersonal and supervisory skills
- Management and administrative experience in artist-run centers and/or cultural organizations
- Experience with financial management, grant-writing and budgeting for non-profit organizations
- Familiarity with artist-run culture and contemporary art in all disciplines.
- Knowledge of QuickBooks

**Salary:** To be determined depending on qualifications.

## **Application Procedure**

Please fax your application to 306 780-9486 or mail to Sâkêwêwak Artists' Collective Inc. at 2431 8<sup>th</sup> Avenue, Regina, SK. S4R 5J7

## **Closing Date**

June 30<sup>th</sup>, 2008