

**General Description**

One of the largest square footage art galleries in Alberta, the Art Gallery of Grande Prairie is a place of art preservation, inspiration and exploration. We offer free admission, tours, programs, and activities for all ages. The Art Gallery presents an average of twelve art exhibitions per year and welcomes roughly 25,000 visitors annually while our traveling exhibitions will visit 25-30 venues annually throughout Peace Region, attracting a further 200,000 visitations.

Reporting to the Executive Director, the Coordinator has responsibility for participating in all Gallery fund development activities; fundraising, grants, donations, sponsorships, memberships, foundations. They will establish relationships with the private and public sector and arts-based community stakeholders, identifying and leveraging events, exhibitions, public programs, and other activities, to enhance the Gallery's visibility and the further development, diversification and expansion of its revenue base.

- Position:** Coordinator, Development  
**Term:** 16 hours per week - permanent part time, flexible schedule negotiated. Some weeknights and weekends required  
**Salary:** \$22 - \$26,000 per year – offered based on experience  
**Benefits:** The Gallery offers a generous health plan and covers the full plan cost  
**Deadline:** **Friday, April 12, 2019 by 5pm**

**Specific Duties***Earned Revenues*

- Alongside the Gallery Administrator, develop and implement strategies for increasing memberships;
- Develop and implement strategies for the sales of catalogues and publications

*Public Sector Revenues*

- Support the Executive Director and Curators in tracking government grant opportunities and contribute to grant writing where necessary;
- Support the Executive Director and Gallery staff in developing interim and final reports and presentations on Gallery activities to government funders;

*Private Sector Revenues*

- Support the execution of existing and ongoing fundraising events, like the Annual Art Auction, and lead the development and execution of new fundraising activities;
- Support the Executive Director in expanding on the depth and range of sponsors for exhibitions and public programs, which includes representing the Gallery in negotiations where necessary and leading the execution of agreements, delivering sponsor benefits (events, access to artworks from Permanent Collection) and developing final reports;
- Support the Executive Director and Gallery Administrator in developing and implementing donor campaigns;

- Support the Executive Director in expanding support from private and public foundations

**Skills and Abilities***Required*

- The ability to work well independently on several projects concurrently and excellent verbal communication, writing / editing, organizational, creative thinking, problem solving and interpersonal skills.
- Strong initiative and customer service skills.
- Demonstrated experience in fund development practices and their adjacency to marketing, community engagement and networking.
- Demonstrated skills in event planning and report/grant writing.
- The ability to work independently and as part of a team and to respond to changing priorities in a fast-paced environment.
- A proven track record of establishing and meeting deadlines.
- Flexible, discreet and able to maintain confidential information, knowledge of correct protocol for specific situations.
- Experience and comfort with facilitation of committee meetings.
- Possess a valid driver's license.

*Assets*

- Demonstrated ability to adequately use Microsoft Office applications, Adobe Photoshop, InDesign, website browsers and both Windows and MAC platforms.
- Demonstrated passion for the Arts and for life-long learning.
- Demonstrated high energy level and flexibility, pleasant persona coupled with sound judgment.
- Office administration experience.
- The ability to work well in a multi-ethnic and multi-cultural environment.

The Gallery welcomes all applications but only those short listed for the position may be contacted. All applications must be received by the Gallery by the due date (no postmarks);

**Cover letter and CV**

ATTN: Executive Director

Deadline: **Friday, April 12, 2019 by**

**5pm** Email: [info@aggp.ca](mailto:info@aggp.ca) OR mail

to:

Art Gallery of Grande Prairie

103, 9839 103 avenue, Grande Prairie, AB

T8V 6M7