

# POSITION OPENING

## VISUAL ARTS PROGRAM COORDINATOR

The Manitoba Arts Network is made up of 39 community arts organizations in rural & northern Manitoba. The Visual Arts Program is one of two main programs offered to assist members with the programming they deliver. The Coordinator is responsible for the management and implementation of this program. This would interest someone who is a self-starter, appreciates varied duties and opportunities to “make a difference” as a member of a team. This part-time position is for 20-25 hours per week.

### Duties:

- Develop and coordinate touring visual arts exhibitions to community galleries in rural & northern Manitoba.
- Organize annual Art Exhibition of rural artists in Winnipeg.
- Organize professional development related to Visual Arts at the annual Manitoba Showcase Contact event
- Maintain network of community galleries in rural & northern Manitoba
- Work with a volunteer program committee to develop and deliver services of the Visual Arts Program.
- Initiate the development and production of a Visual Artists Directory as a resource for exhibitions and workshop instructors.
- Organize and maintain program documentation

### Qualifications:

- General knowledge and interest in touring visual arts
- Strong communication skills, written and oral
- Detail oriented, organized, accurate and efficient
- Skills in marketing & training would be assets
- Background with volunteer arts organizations in a non-urban environment would be helpful.

### Location:

- Artspace building, 203 – 100 Arthur Street, Winnipeg  
Great working environment next to Old Market Square.
- Some travel required.

**Start Date:** As soon as possible.

**Application Deadline:** **October 26th, 2009** by email, fax or mail

Attention: Andre Prevost

MANITOBA ARTS NETWORK

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