



Alberta Printmakers

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EMPLOYMENT OPPORTUNITY – Assistant Art Gallery Administrator

Job Title: Assistant Art Gallery Administrator

Organization: Alberta Printmakers' Society (A/P)
460 42nd Avenue, SE, Mohkinstsis/Calgary, T2G 1Y5

Term of Employment: July 2, 2026 - August 27, 2026

Full time: 30 hours per week not exceeding a total of 240 hours
Tuesday - Saturday; some evenings required

Remuneration: \$18/hour

Application Deadline: Interested Applicants must submit their application **no later than Thursday, May 21, 2026 (11:59pm MDT)**.
Application instructions are below.

ABOUT THE OPPORTUNITY:

Alberta Printmakers (A/P) is seeking an enthusiastic individual who is community-minded, has a keen interest in public gallery practices, and possesses a passion for printmaking as a contemporary artform.

This is a temporary full-time opportunity that is contingent on funding through the Canada Summer Jobs program.

ABOUT ALBERTA PRINTMAKERS (A/P):

A/P is a community-based organization where artists and individuals with an interest in printmaking can learn about print media as a vital contemporary artform, create printed works, and pursue artistic growth.

We demonstrate this through our publicly accessible Main Gallery programming, through our studio facilities and educational programming, and by regularly coordinating projects and events that foster artistic excellence and community engagement in printmaking and the arts.

Our gallery and studio are located in Mohkinstsis/Calgary, on the traditional territories of the people of the Treaty 7 region in Southern Alberta.

A/P has an open membership, is governed by a board of directors, and is operated by a team of three regular staff members, who reach out to volunteers in accomplishing A/P's goals. The nature of our work is inclusive, collaborative, and professional.

To learn more about A/P, visit www.albertaprintmakers.com

A/P is an equal opportunity employer:

A/P is an organization that embraces and respects diversity, where every employee, volunteer, or contractor is entitled to a working environment which promotes dignity and respect to all. No form of discriminatory behavior, intimidation, bullying or harassment is tolerated, and all employees are encouraged to develop their full potential and talents.

A/P encourages and welcomes applications from members of equity-deserving groups including members of Indigenous, Black and racialized communities; persons identifying as LGBTQIA2S+; and persons with disabilities.

Accessibility in the A/P Facility:

A/P strives to accommodate the needs of our community members whenever possible. Our building is located near the 39th Avenue LRT Station and has free parking stalls located in front with an access ramp at the east end of the building.

Our space is mostly mobility friendly, including an accessible single stall gender neutral washroom.

FULL JOB DESCRIPTION:

Working under the supervision of the Executive Director, and in collaboration with the full staff team at Alberta Printmakers, which consists of the Executive Director, the Programming and Engagement Coordinator, and the Studio Operations Coordinator, this position will contribute to administration related to planning, organizing, and delivering Alberta Printmakers projects related to public outreach and engagement throughout the summer months.

The participant will primarily be responsible for a range of duties related to developing, planning, and administrating Alberta Printmakers' public outreach programming that we offer in June, July, and August, which typically reaches upwards of 500+ audience members, engaging them with Alberta Printmakers as an arts and culture resource, and connects the organization with local businesses as project sponsors and partners.

Key responsibilities will be related to: 1. Planning and administration of public outreach projects. 2. Contributing to daily operations by performing visitor service tasks and some administrative duties.

PLANNING AND ADMINISTRATION OF PUBLIC OUTREACH PROJECTS

- Contribute to program development, planning, and delivery;
- Managing event and project coordination;
- Developing and monitoring event and project budgets together with the Executive Director;

- Approaching, liaising with, and stewardship of community partners and sponsors;
- Collaborating with the staff team, the A/P membership, and volunteers;
- Communicating with a variety of stakeholders including community partners, exhibiting artists, instructors/facilitators, media affiliates, and the general public;
- Marketing and promotion development and distribution, including digital media;
- Assisting with volunteer recruitment and coordination;
- Handling, curating, and installing artwork to exhibit.

VISITOR SERVICES AND ADMINISTRATIVE DUTIES:

- Greeting visitors and serving as a point of contact for the public (in- person, phone, and email);
- Educating members of the public about printmaking and about Alberta Printmakers' activities;
- Processing and tracking daily cash and credit transactions; • Assisting with general facility cleaning and maintenance;
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- Other administrative duties as assigned by the Executive Director.

Qualifications:

A/P recognizes many types of experience, including both academic and non academic, as well as paid and volunteer experience, etc.

The ideal candidate will possess:

- An interest in artist-run culture, the not-for-profit sector, and the local arts sector;
- Familiarity with art history, contemporary art, and have an interest in printmaking;
- Proficiency with Google Docs and Microsoft Office suite, including Excel and Word;
- Previous experience with project and/or event coordination is an asset;
- Strong written and oral communication skills;
- Strong interpersonal skills, with the ability to work both independently and collaboratively;
- Organizational and time management skills, with the ability to multitask and prioritize to meet deadlines;
- Proficiency in Adobe Creative Suite is an advantage, but not required;
- Previous experience with printmaking techniques is an advantage, but not required.

This job position is contingent on funding through the Canada Summer Jobs program. To be eligible, the candidate MUST:

- Be between 15 and 30 years of age (inclusive) at the start of employment;
- Be a Canadian citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act**; and

- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with the relevant provincial/territorial legislation and regulations.
*International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.

HOW TO APPLY:

Email a cover letter and detailed resume outlining your experience to: director@albertaprintmakers.com including “ASSISTANT ART GALLERY ADMINISTRATOR” in the subject line.

Applicants who may require accommodation during the application or hiring process are encouraged to contact A/P in advance so that we can work to support you within our capacity.

Applications must be submitted no later than Thursday, May 21, 2026 (11:59pm MDT). Late applications will not be reviewed.

All applications will be reviewed in confidence, and assessed based on alignment of experience, interest, and overall fit with the job description and qualifications outlined above. Additional considerations include alignment with Canada Summer Jobs objectives and priorities, including a focus on improving access to the labour market for youth who face unique barriers to employment.

We thank all applicants for their interest, however only those selected for an interview will be contacted.