



**Job title: Materials Coordinator**

**Application deadline:** August 8th 2018

**Interview will be scheduled:** August 10th & 13th

**Job Start Date:** August 16th 2018

**Must be available:** Training Week at a location outside of Montreal - August 16th to 24th

**JOB OBJECTIVE**

We are a social enterprise that creates and implements programming which aims to increase student retention and attachment to school by reinforcing personal identity through artistic expression through in-school and afterschool programming. Our aspiration for our programming is to inspire Indigenous youth by creating contexts for students to collaborate with professional Canadian Indigenous and non-Indigenous artists. Artists are integrated into school and community based programming through intensive multi-week creative residencies throughout the academic year. Examples of our programming include Mikw Chiyâm, an Arts Concentration Program that takes place in Cree School Board Schools in Northern Quebec, and the N'we Jinan Integrative Arts programming, which takes place in extracurricular settings in Indigenous communities across Canada.

You will work directly and collaboratively with the full team. The current team is made up of 8 highly motivated and passionate team members which is projected to grow to 12 next year. We were founded in 2015 and like to think of ourselves as a team of educators, dreamers and artists. Our head office is located in St. Henri, Montreal.

We are seeking a new member for our team in the role of **Materials Coordinator**. This is an **eleven month contract with potential for renewal**. The Materials Coordinator works directly with and reports to the Director of Finance and Logistics. They are also supported by our Educational Consultants and Educational Director. The main duty and responsibility is to coordinate materials ordering and delivery for over 40 artists residencies across Canada.

The perks of this role are receiving professional development and training where needed, having a semi-flexible work schedule, and working with a dynamic team of professionals, educators, artists, and students.

The challenges of this role come with the demanding learning curve, tight deadlines and communicating with multiple parties at the same time.

The team in general describes themselves as think-outside-of-the-box-ers, passionate and dedicated.



## DUTIES AND RESPONSIBILITIES

- Preparing residency materials lists
- Creating and up-keeping inventory lists per school studio and artist house
- Keeping up-to-date with residency calendars and materials delivery deadlines
- Communicating with suppliers and processing orders
- Ordering materials
- Organizing materials
- Ensuring delivery of materials to communities and classrooms
- Ordering merchandise and promotional goods
- Supporting Festival with materials, merchandise and promotional goods
- Any other duties or functions required by the direct supervisor

## QUALIFICATIONS AND REQUIREMENTS

- Excellent communication and interpersonal skills
- Experience with stocking and/or ordering materials
- Knowledge of multiple types of artistic materials with a priority of visual arts and multimedia
- Two (2) or more years of relevant experience (including internships and student work)
- Strong organizational, planning and follow-up skills
- Self-starter and results-oriented
- Willing to travel (training week, to communities for inventory checks, festivals)
- Adaptable, flexible and willing to take on tasks to support other team members when needed
- Semi-flexible work hours (you manage your own schedule - usually weekdays but may have to work some weekend hours in extraneous circumstances, with notice)
- Fluency and proficient in spoken and written English and working spoken french
- Experience with and proficiency in Microsoft Office (Word, Excel) and Google Drive (Docs, Sheets)
- Criminal background check (will be done by our organization)
- Strong problem solving skills; ability to fail, learn, and adapt quickly
- Strong organization and time management skills

### **Other Qualifications that are an Asset but not Required:**

- Understanding of Northern context, travel and organizational systems etc.
- Worked as or with professional artists in an organizational context
- College or University degree in relevant field
- Certificates or extra training in related field(s)
- Valid driver's license
- Comfortable having fluctuating hours
- Comfortable with having a different schedule from week to week
- Comfortable asking for help when required



## REMUNERATION

This position will be approximately 20 hours per week and will start August 16th 2018. This entry level position starts at \$16/hr.

If your application is shortlisted interview will be taking place on August 10th and 13th

**To be considered for this position, applicants must be available for our Training Week located in Eastman Quebec for the week of August 16th to 24th.**

Our organization acknowledges that our society does not value and respect all people equally. Our equity policy is structured to recognize barriers to formal learning and employment opportunities that leave out systematically marginalized and undervalued social groups. Accordingly, we encourage applications from BIPOC (Black, Indigenous, and People of Colour) persons, persons with disabilities, queer persons, trans persons, and other groups that are usually overlooked in hiring processes. Applicants who self-identify will be prioritized in the application process.

## CONTACT

Please send applications to:

[melissa.ledo@mikwchiyam.com](mailto:melissa.ledo@mikwchiyam.com)

Attn: Melissa-Ann Ledo, Educational Director