



## Materials Coordinator – Job Offer

**Job title:** Materials Coordinator

**Application deadline:** June 14th, 2019

**Interview date (if shortlisted):** June 27th, 2019

**Job Start Date:** July 25th, 2019

### **Must be available:**

Artist Training Week Retreat in Eastern Townships, Quebec – August 15th - 23rd

*(Team members stay onsite for the whole week returning to Montreal on August 23rd)*

### **WHO WE ARE**

As a social enterprise, inPath works with Indigenous communities to build on existing capacity alongside schools and organizations in order to implement and sustain creative programming.

We are growing a dynamic catalogue of programs and events, including:

- training for artists and educators
- a mobile production studio
- artist teaching residencies ( in school and extracurricular settings)
- youth gatherings, festivals and celebrations

Our philosophy of “living programs” has emerged in response to the needs voiced by the people we serve.

By listening and learning, we have embraced methodologies that affirm and center youth and ensure that local perspectives and Indigenous ways of knowing are respected and embedded in our programs.

We offer 3 different programs: Mik<sup>w</sup> Chiyâm Arts Concentration Program, N'we Jinan Integrative Arts Program and N'we Jinan Mobile Production Studio.

Our aspiration for our programming is to inspire Indigenous youth by creating contexts for students to collaborate with professional Indigenous and non-Indigenous artists. Artists are integrated into school and community-based programming through intensive 1, 3, or 6-week creative teaching residencies throughout the academic year across Turtle Island.

## **JOB OBJECTIVE**

You will work directly and collaboratively with the full inPath team, our artists in residency and teachers/community representatives. Your main role will be to order, organize, pack, and ship materials for the artist teaching residencies.

The current team is made up of 10 highly motivated and passionate team members which is projected to grow to 15 for the upcoming academic 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, which would be where your work would be based.

We are seeking a new member for our team in the role of Materials Coordinator. This is a twelve month contract with the 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 70 artists residencies across Canada, and two festivals.

The perks of this role are receiving professional development and training where needed, having a semi-flexible but predictable 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, communicating with multiple parties at the same time, and problem-solving to ensure material deliveries.

In general, the team members describe themselves as think-outside-of-the-box-ers, passionate and dedicated.

## **DUTIES AND RESPONSIBILITIES**

- Preparing residency materials lists with each artist, Educational Consultant and/or teacher
- Creating and up-keeping inventory lists per school studio
- Keeping up-to-date with residency calendars and materials delivery deadlines
- Communicating with suppliers and processing orders
- Ordering materials
- Organizing, packing and shipping materials to communities
- Ensuring the 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

- Valid driver's license
- 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 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)
- A 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:

- Personal vehicle
- Understanding of Northern context, travel and organizational systems etc.
- Worked as or with professional artists in an organizational context
- College or University degree in a relevant field
- Certificates or extra training in related field(s)
- 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 32 hours per week and will start on July 25th, 2019. This position starts at \$18.00 - \$20.00 per hour depending on previous work experience.

If your application is shortlisted, an interview will be taking place on June 27th at our St Henri office.

**To be considered for this position, applicants must be available for our Artist Training Week Retreat located in Eastman Quebec for the week of August 15th to 23rd.**

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:

[workwithus@inpath.ca](mailto:workwithus@inpath.ca)

Attn: Melissa-Ann Ledo, Educational Director

Re: Materials Coordinator Position