

JOB POSTING
Jeffrey Rubinoff Sculpture Park (JRSP)
Administrative Coordinator

Apply By: March 14th 5pm PST

Reporting To: Executive Director

Position Type: 1 year contract, with the possibility of extension.

Location: Must reside in or near the Comox Valley, British Columbia.

Wage: \$26-28/hour

Weekly schedule: 16 hrs to 20 hrs over 3-5 working days. Some flexibility permitted for and required. Minimum of 3 working days required.

Presence requirements: Resides in/near the **Comox Valley**. Prepared to be present once weekly for in-person meetings, and available to travel to **Hornby Island** for park events.

Office facilities: Office facilities are located on Hornby Island. Non Hornby/Denman Island residents must provide their own working facilities.

About the JRSP: The 200-acre Jeffrey Rubinoff Sculpture Park on Hornby Island showcases over 100 sculptures by the late Jeffrey Rubinoff. Ongoing programs feature annual symposia, concerts, tours, and educational courses to highlight Rubinoff's vision of art as a source of knowledge. This role supports the Park's mission to foster critical thinking, spark new perspectives, and deepen appreciation for the interconnectedness of art and the natural world. For more information see: <https://www.rubinoffsculpturepark.org/>

PURPOSE OF THE ROLE

The Administrative Coordinator will play a vital role in supporting the Executive Director (ED) by coordinating and assisting with administrative, logistical, and organizational tasks.

This position ensures the efficient operation of the park's programs, communications, and the implementation of the newly created strategic plan and related operational initiatives.

The Coordinator will also facilitate effective liaison among internal and external stakeholders, contributing to JRSP's mission and strategic objectives.

CORE RESPONSIBILITIES

Administrative Support

- Monitor the JRSP calendar of events, including scheduled meetings, appointments, and resolving scheduling conflicts
- Prepare event logistics ‘binders’ that includes timeline, staff, meal, travel, reimbursements
- Draft, proofread, and edit correspondence, reports, and presentations on behalf of the ED.
- Maintain organized records and ensure timely filing and documentation.
- Assist in preparing agendas, taking minutes, and following up on action items from meetings.
- Support human resources tasks, including managing staff records and onboarding processes.
- Assist in the preparation of awards and artist contracts.
- Ensure website and social media upkeep, including updating content and responding to inquiries.
- Ensure electronic arts archives are up to date and office data files are organized

SECONDARY RESPONSIBILITIES

(BASED ON AVAILABLE TIME AND SKILL SET)

Operational Coordination

- Assist with coordinating logistics for public openings, artist residencies, workshops, and forums as outlined in the JRSP programming schedule.
- Facilitate communication between JRSP staff, board members, and external stakeholders, ensuring all parties are informed and aligned.
- Assist with the planning and execution of the “Masters of Counterpoint” series, forums, and other key events.
- Advertise summer events through various channels to maximize outreach.
- Assist with the conservation of sculptures and maintenance planning.

Reporting and Planning

- Assist with reporting cycles
 - Quarterly status updates; Annual report preparation
 - New year work plan and budget preparation.
 - Reports on environmental initiatives.
 - Maintenance planning reports.

Program and Project Support

- Assist with organizing and reviewing applications and proposals for artist residencies, educational programs, and other in-bound proposals for educational or artistic initiatives.
- Provide support in developing digital archives, exhibitions, and communication plans, including website updates and social media management.
- Assist with Company of Ideas forum-related activities, including:
 - Travel booking.
 - Dietary restriction tracking for attendees.
 - Set up and tear-down of forum spaces.
 - Livestream question assistance and technical support.
- Assist with the development and delivery of learning system workshops and forum books.
- Provide support for the development of a JRSP Funded Major Publication series.

Financial, Beneficiary, Sustainability and Maintenance Reporting Assistance

- Assist with preparing invoices, expense reports, and reimbursements
- Assist with tracking budget allocations and providing periodic financial summaries.
- Support the preparation of quarterly and annual reports for the board
- Assist with tracking data on sustainability and maintenance plans.
- Assist with tracking beneficiaries and impact (Students, Scholars, and Artists).

QUALIFICATIONS OR SKILLS

Education and Experience

- Diploma or degree in Business Administration, Arts Management, or a related field (educational requirements are flexible)

- Experience in coordination, administration or executive support roles an asset.
- Experience in event planning, project coordination, or arts administration is an asset.
- Experience in an arts-related, scholarly, or non-profit field an asset

Technical Skills

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace is a **requirement**
- Familiarity with content management systems such as Wordpress, social media platforms, and online collaboration tools (Dropbox, Monday.com) is an asset
- Some knowledge of accounting software or financial tracking tools is an asset.

Required Competencies

- Strong organizational skills and attention to detail is essential to this position.
- Ability to receive verbal instructions and infer or re-confirm any missing details.
- Excellent verbal and written communication skills.
- Ability to handle sensitive information with confidentiality and discretion.
- Strong problem-solving skills and ability to adapt to dynamic priorities.
- Enthusiastic about art, culture, and the mission of JRSP.

Work Environment and Conditions

- Willingness to travel to Hornby Island work on-site at JRSP for events and meetings.
- Availability for occasional evening or weekend events.
- Ability to drive, own and maintain a vehicle

Application Process – Note Deadline **March 14th, 2025 at 5pm PST**

Interested candidates should submit their CV (with references), and a cover letter describing their fit with the position to curator@rubinoffsculpturepark.org

Applications will be reviewed on a rolling basis until the position is filled, but will longer be received after March 14th, 2025, 5pm PST.

Jeffrey Rubinoff Sculpture Park is committed to fostering a diverse and inclusive workplace. We encourage applicants from all backgrounds to apply.