

Job Posting: OCC Northern Regional Coordinator



Ontario Crafts Council

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Toronto ON M6J 1H1
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The Ontario Crafts Council (OCC) is the only provincial arts service organization devoted to craftspeople in all disciplines. It supports the cultural sector and crafts community through a program of events, workshops, exhibitions, publications, retail, and professional development initiatives. The OCC publishes *Studio: Craft and Design in Canada*, the most comprehensive national craft magazine, and *CraftSource*, our Annual craft shows book and resource guide. Additionally, the OCC provides retail opportunities through The Guild Shop, produces events such as business development workshops, and offers promotional opportunities such as *Ontario Craft*, our biannual juried members' exhibition.

The OCC currently has two (2) part-time 20 hour/wk position openings. Both positions will be 13 month contracts acting as OCC *Northern Regional Coordinators*. Working collectively, the *Northern Regional Coordinators* will act as liaisons to Ontario's vast northern region, reporting directly to the OCC Executive Director for all programming and network development related to the position.

These positions have been made possible through the tremendous support of the Ontario Trillium Foundation, the Henry White Kinnear Foundation and the McLean Foundation, who responded to our initiation of a three-year project, entitled *Growing Ontario's Craft Community (GOCC)*. In 2008, the OCC developed this regional outreach initiative to provide essential professional development programming and networking opportunities to craftspeople that live and work in regions outside of Toronto. The initiative aims to improve the cultural and economic capacity of makers in Ontario's regional communities. Regional staff will work to improve service delivery, online programming and communications, strengthen networks and partnerships, and develop new markets for craftspeople across Ontario.

Role:

To coordinate the practical application of all Northern regional activities of the *GOCC* project including event, conference, and exhibition organization. To network with members, affiliate organizations, post-secondary craft educational institutions, and relevant community organizations. To assist in promotional activities related to all Northern *GOCC* programming. To pursue both financial and in-kind sponsorship, as well as any other activities that may be deemed relevant to the position. The Northern Regional Coordinators will produce and work according to an agreed Annual Program Plan for coordinating all activities and projects in order to re-engage, develop and sustain Northern Member involvement in the OCC.

Responsibilities:

- Act as regional contacts for all current and prospective Northern Members.
- Maintain regular contact with all affiliate organizations within the region.

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Supporting craftspeople and advocating on behalf of craft for over thirty years.



- Act as the communication link between the Ontario Craft Council (OCC) and crafts people within the region.
- Maintain regular contact with the OCC head office.
- Administration and organization – to assist in the above the coordinators will:
 - Develop a program of regular liaison with members, affiliates and community groups.
 - Prepare a written report for the objectives itemized in the *GOCC* Annual Program Plan by the last working day of each month for submission to the Executive Director.
 - Provide regular promotion of *GOCC* activities to OCC Northern Members
 - Maintain a thorough knowledge and understanding of, and ensure adherence to, all OCC policies and procedures, including, but not limited to, our mission and mandate, policies and procedures, *GOCC* Budget and Objectives document, as well as other laws and regulations that relate to regional activities and volunteer services.
 - Work closely with both the Programs Manager and Programs Coordinator to ensure the success of the *GOCC* project, and to provide a platform for shared successes.
 - Plan and coordinate Northern Regional Advisory Team meetings according to established guidelines, and speak to *GOCC* and OCC activities.
 - Attend regularly scheduled regional meetings, conferences, and other regional programs.
 - Ensure for accurate and effective fiscal operation of regional programming.
 - Work with the Executive Director to review and provide comments to the proposed regional budget prepared by Head Office within appropriate timelines for review and approval by the Finance Committee.
 - Ensure consistent communication of regional activities in a timely manner to the Executive Director.
 - Ensure diverse and effective volunteer recruitment within the region.
 - Assist in the training of volunteer committee members.
 - Facilitate the development of the draft regional calendar of all regional activities and events outlined in the overall *GOCC* Project Outline.
 - Integrate OCC goals, initiatives, and relevant Strategic Plan objectives in all aspects of position responsibilities.

Hours and place of work:

These are two (2) part-time (20 hrs/per wk), 13-month contract positions. These positions are independent positions, as both Northern Regional Coordinators will be working from remote offices. The majority of work will be conducted Monday through Friday, however weekend and evening hours are required.

Remuneration: \$16,000



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Qualifications:

- Excellent strategic, analytical and evaluation skills.
- Experience in the field of communications and marketing is a definite asset.
- Excellent computer skills and ability to work with Microsoft Office Suite.
- Strong ability to work independently with limited supervision, as well as in a team environment.
- Demonstrated organizational skills and ability to multi-task; attention to detail is essential.
- Exceptional interpersonal skills.
- Excellent oral and written communication skills; very strong knowledge of the English language is required.
- Demonstrated experience and success in managing a range of fundraising programs.
- Strong knowledge of contemporary visual and material art practices, specifically within the Canadian craft sector.
- Networking skills considered a strong asset.

Please submit your resume, two samples of your writing, and expression of interest to:
Emma Quin, Executive Director, Ontario Crafts Council at equin@craft.on.ca by 5:00 pm on
September 4, 2010.

No phone calls please. Only those selected for an interview will be contacted.
The Ontario Crafts Council is an equal opportunity employer.

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