

## **Boreal Shores Art Tour Coordinator Job Description**

**About Boreal Shores Art Tour:** The Boreal Shores Art Tour (BSAT) was established in 2017 as Manitoba's largest visual art tour. BSAT is designed to be self-guided and features artists throughout Eastern Manitoba in both studio and group locations.

**Job Type:** This is a contract position with a total of two hundred and seventy-five (275) hours over an eleven (11) month period.

**Position Summary:** Reporting to the Board of Directors and working with a team of volunteers, the Coordinator manages the administrative and functional activities of the Boreal Shores Art Tour to ensure that all the tasks are completed. Primary job responsibilities include basic bookkeeping in collaboration with the board treasurer, reading and replying to mail and email, depositing cheques, and communicating with board members, artists, sponsors, and partners of the tour.

**Remote Position:** BSAT extends from Falcon Lake in the southeast to the RM of Victoria Beach in the northwest. We operate as a virtual organization with email as the main means of communication and use Zoom for meetings as required. Work files and common resources are shared by email and in the Microsoft 365 Cloud.

**Position Requirements:** The Coordinator will be responsible for providing a computer, including software and an internet connection.

### **Qualifications:**

- Experience in marketing, communications, and/or project management.
- Ability to work and make decisions both independently and collaboratively, and respectfully, in a team-oriented environment.
- Professional communication and interpersonal skills.
- Working knowledge of Microsoft 365, Microsoft Office tools, and QuickBooks is required
- Working knowledge of social media platforms, ZOOM, and Mailchimp, is an asset.
- Flexibility and creativity in problem solving are major assets.

## **Duties and Responsibilities**

### **Artist Recruiting and Coordination**

- Manage the application process for new and returning artists.
- Maintain regular and open communication with all Tour artists.

**Administration and Financial Management:**

- Assist the Treasurer with budget preparations and monitoring the operations budget throughout the year, with reports due for monthly board meetings.
- Create draft budget for Board to review.
- Create financial report for monthly board meetings including year-to-date figures, annual budget figures and annual projections.
- Send all required financial information to the accountant at fiscal year-end.
- Perform basic bookkeeping for the Board, including issuing invoices and receipts and recording income and expenses.
- Perform banking functions as directed by the Board of Directors.
- Manage mail as required from PO box in Lac du Bonnet.

**Marketing and Sales**

- Create the annual BSAT brochure in collaboration with the graphic designer and with direction from the Board of Directors.
- Collaborate with Newsletter volunteer(s) to prepare and distribute monthly newsletter using Mailchimp platform.
- Collaborate with Social Media volunteer(s) to prepare social media content and increase audience engagement.

**Communications and Networking**

- Communicate regularly with the Board, volunteers and artists.
- Prepare monthly report on progress for each board meeting.
- Cultivate and maintain respectful relationships with artists, vendors, sponsors and advertisers.