Algoma University is committed to undoing systemic and institutional discrimination and being publicly transparent and accountable. Diversity, equity, and inclusion are fundamental to our Special Mission. In keeping with the Seven Grandfather teachings that are the core values that inform our decisions as an institution, we are committed to creating a welcoming, inclusive, respectful, and safe environment where everyone belongs. We live these values through the strength and richness that diversity brings to our workforce and welcome contributors from equity-deserving groups including: Indigenous Peoples, Black and racialized persons, women, Persons with Disabilities, 2 Spirit, Lesbian, Gay, Bisexual, Transgender, and Queer persons.

Job Title: Studio Support and Community-Based Programming Assistant  
Staff Bargaining Unit

Position Status: 2-year Limited Term, Full-Time (35 hours/week)  
OSSTF

Department: Music and Visual Art (VISA)

Supervision Received: Dean, Humanities & Social Sciences and Cross-Cultural Studies

Supervision Exercised: Student Assistants

Location: Sault Ste. Marie, ON

PRIMARY FUNCTIONS:

A. Program and Academic Support 30%
B. Student Support 30%
C. Community Programming Coordination 30%
D. Other Duties 10%

TOTAL 100%

Reporting to the Dean, Humanities & Social Sciences and Cross-Cultural Studies, and supporting the Visual Art Faculty, the Studio Support and Community Based Programming Assistant is responsible for supporting students’ ability to work in a safe, and clean studio environment, assisting students with technical studio processes and preparations, and for coordinating community outreach initiatives, such as workshops and studio access programs.

The Studio Support and Community Based Programming Assistant will play an important role...
in helping to develop a new stream of community-based workshops and events in the VISA studios. The position will also help to launch a program that provides access to the studios for VISA alumni. The Studio Support and Community Based Programming Assistant will also assist with other program events such as student exhibitions and public artist talks, and with coordinating special projects with external partners.

The Studio Support and Community Based Programming Assistant is an important contributor in helping to nurture and sustain a vibrant, welcoming, safe, and respectful studio environment and to help further the program’s goals for growth.

**RESPONSIBILITIES:**

**A. Program and Academic Support (30%)**

- Coordinate and liaise with Faculty to ensure studio material supplies are maintained and restocked.
- Ensure studios and tools are safe, clean, and in good working order.
- Assist Faculty with preparing materials for demonstrations.
- Work with Faculty to plan program events and community workshops.
- Maintain and update safety procedures and assist Faculty with safety training for students.

**B. Student Support (30%)**

- Work with Health & Safety team to ensure students are using the studio in safe conditions and following safety procedures.
- Provide students access to power tools.
- Assist students with various studio processes in a wide range of mediums.
- Prepare student invoices.

**C. Community Programming Coordination (30%)**

- Coordinate and plan workshops and special events in the studios, and in the community.
- Assist in selecting instructors, preparing materials, arranging advertising, and collecting payments for community workshops in the studio.
- Liaise with external and internal partners to plan events and workshops.
- Oversee community studio access program for VISA alumni.
- Oversee, coordinate, or fulfill studio services available to the public such as inkjet printing, canvas stretching, and custom screen printing, as well as tracking expenses and income from these projects.
- Prepare invoices and track sales and expenses.

D. Other Duties (10%)

- Support outreach and recruitment activities, as required.
- Work closely with the Environmental Health & Safety Officer to provide input and recommendations related to health and safety within the VISA program.
- Responsible for other projects and duties as assigned by the Dean, Humanities and Social Sciences and Cross-Cultural Studies or VISA faculty (in consultation with the Dean).

WORKING CONDITIONS:

Physical Effort

- **Considerable**
  - Sustained physical activity, frequent and lengthy periods of standing/working on feet, requirement to lift and move materials

Physical Environment

- **Moderate Hazardous**
  - Frequent exposure to hazardous materials and processes, frequent requirement to wear a respirator and personal protective equipment

Sensory Attention

- **Moderate**
  - Work activities require concentration on a variety of sensory inputs for intermediate durations of time requiring close attention, requires ability to complete or oversee precise work while accommodating regular interruptions

Mental Stress

- **Moderate**
  - Occasional exposure to one or more mental pressures, occasional requirement to work outside of regular work hours to accommodate student needs and program events, requirement to handle multiple requests at one time

MINIMUM QUALIFICATIONS
Undergraduate degree in Fine Arts, and a minimum of one (1) year of experience working with relevant art processes, or an equivalent combination of education and experience, is required.

- Sound knowledge of safe studio practices in a wide range of areas.
- Experience with most commonly used art materials and power tools and the ability to demonstrate safe and effective use of such.
- Capacity to work safely and effectively in Print Media processes, including most or all of the following: relief, monotype, intaglio, photo-intaglio, and lithography.
- Thorough knowledge and experience with screen printing.
- Ability to build stretchers, panels, and other common structures made by artists.
- Strong working knowledge of Mac OSX, Adobe Photoshop, In Design, and other Adobe software, as well as experience operating large format Epson inkjet printers.
- Knowledge and experience in analog and darkroom photography, video editing, as well as basic ceramics is considered an asset.
- Effective communication and interpersonal skills.
- Experience planning or coordinating events or workshops is considered an asset.
- Vulnerable Sector Check is required.

Salary Scale: $51,521 to $64,401 annually

Please submit a resume and cover letter (combined PDF) to people.culture@algomau.ca no later than 4:00 p.m. on August 4, 2023.

Algoma University is strongly committed to fostering diversity and inclusivity within our community and is an equal-opportunity employer. The university invites and encourages applications from all qualified individuals who would contribute to the further diversification of our Institution, including equity-deserving groups that are traditionally underrepresented in employment (Indigenous peoples, racialized persons, women, persons with disabilities, and 2SLGBTQQIPA+ persons).

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by Algoma University throughout the recruitment, selection, and/or assessment process to applicants with disabilities.