



Button Factory Arts

25 Regina St. S. Waterloo, ON N2J 1R8

519-886-4577 buttonfactoryarts.ca

Call for Part-Time Program Director

Deadline: November 11, 2022

Button Factory Arts is a registered charity with a mandate to enliven Waterloo Region by being an inclusive hub that inspires and facilitates artistic exploration and creativity. Button Factory Arts is currently seeking a dynamic individual for our Program Director. This is a permanent part-time position (20 hours/week), with an expected wage of \$20/hr.

Over the past few years Button Factory Arts has undergone many exciting developments, including the installation of a new elevator, (still under construction) to make the facility fully accessible and partnerships with a variety of local charities and art organizations in ongoing arts programming throughout Waterloo Region.

We welcome candidates who are interested in joining Button Factory Arts and supporting the next phase of Button Factory Arts' evolution.

Duties Include;

- Schedule and lead the team of instructors in BFA programming. Maintain relationships with a community of artists, ensure all program commitments are met, including ordering supplies, confirming room and equipment requirements with BFA staff, provide budget information to the Executive Director, oversee all aspects of online teaching, connecting with program registrants, and registration system for programs.
- Review and adopt BFA health and safety procedures, ensure that BFA policies are followed by program personnel.
- Hiring of summer staff and instructors, in cooperation with the Executive Director prior to any commitment or contract to instruct is offered. Assist Executive Director in hiring of temporary staff
- Assist the Executive Director to prepare multiple elements of grants including generating program ideas and written descriptions for outreach, special projects, and organizational growth. Prepare and maintain budgets for grants in relation to program with Executive Director
- Assist the Executive Director with Exhibitions and assist with their work in relation to exhibitions including coordination of artists, invitations to curators, installing of work, and online exhibitions. Design materials including exhibition text and related marketing material for web, social media and print including visuals
- At times, the Executive Director may assign other tasks. All staff must recognize that BFA is a small team and allow flexibility to assist other staff to ensure deadlines and special projects' requirements are met.



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Statement On Equity

Recognizing the lack of diversity and equity in art and technology spaces, Button Factory Arts takes an intersectional approach towards inclusive representation. We promote initiatives to reduce financial barriers to access, collaborate with arts and community organizations that support equity-seeking groups, and work to increase representation in all levels of leadership and participation within the Button Factory Arts community.

Button Factory Arts welcomes and encourages people from marginalized communities and intersecting identities to apply. This includes Black people, racialized/people of colour, women, LGBTQ-identified persons, non-binary and non-conforming people, members of ethnic minorities, immigrants, and persons with disabilities.

Application Deadline

If you would like to learn more, please send a letter of introduction and a resume to: ed@buttonfactoryarts.ca by October 31, 2022.

A satisfactory Police Records Check is a requirement for this position.
Only applicants that will be interviewed will be contacted.

Founded in 1994, Button Factory Arts is a non-profit organization, educational facility, gallery and gift shop, studio space, and rentals dedicated to offering arts education and promoting engagement with the arts in our community. Our programs support art forms that foster and support the full cycle of artist from beginner to professional, and artistic practice through education, support, and exhibition. Button Factory Arts is one of the largest arts employers in the Region of Waterloo.