



Button Factory Arts

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

519-886-4577 buttonfactoryarts.ca

Call for Part-Time Adult Program Coordinator

Deadline: May 19, 2025

Button Factory Arts Centre 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 Centre is currently seeking a dynamic individual for our Adult Program Coordinator. This is a Part-Time position, 25 hours per week, Monday to Friday, 2:30 pm to 7:30 pm. Hours outside of these times may be required for special events (i.e. Lumen) and other occasions, in exchange for time in lieu. Pay is \$24 per hour, 4% vacation pay.

Founded in 1994, Button Factory Arts is a non-profit organization, educational facility, gallery and gift shop, studio space, and performance venue 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.

Position Summary:

The Program Coordinator plays a vital role in supporting the planning, coordination, and delivery of diverse artistic and cultural programs. Working closely with the Executive Director and other team members, the Program Coordinator ensures the smooth execution of exhibitions, courses, workshops, performances, and community engagement initiatives. This is a dynamic role for someone with a passion for the arts, strong organizational skills, and experience in arts administration or event coordination.

Key Responsibilities:

- **Program Planning & Delivery**
 - Assist in the development and scheduling of seasonal arts programs, including exhibitions, classes, and special events.
 - Coordinate logistics for events and programs, including instructor bookings, supply stock and studio preparations.
 - Liaise with artists, instructors, and partner organizations to support program delivery.
 - Assist in recruiting instructors and artists.
- **Administrative Support**



Button Factory Arts

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

519-886-4577 buttonfactoryarts.ca

- Manage program budgets, invoices, and contracts in coordination with the Executive Director
- Maintain detailed records of programming activities and attendance.
- Assist with grant reporting and program evaluations.
- **Marketing & Communications**
 - Collaborate with the marketing staff to promote programs via social media, newsletters, and print materials.
 - Update program information on the website and internal systems.
 - Support audience outreach and community engagement efforts.
- **Customer Service**
 - Serve as a point of contact for participants, artists, and the public regarding programs and events.
 - Assist with front desk duties during events and programs when required.

At times, the Executive Director may assign other tasks. All staff must recognize that BFAC is a small team and allow flexibility to assist other staff to ensure deadlines and special projects' requirements are met.

Qualifications:

- Post-secondary education in Arts Administration, Fine Arts, Cultural Studies, or a related field (or equivalent experience).
- Experience in project management or program coordination, preferably in an arts or non-profit setting.
- Excellent organizational and time-management skills.
- Strong communication and interpersonal abilities.
- Experience working with artists, performers, or community groups.
- Familiarity with event logistics and production is an asset.
- Proficiency in Microsoft Office, Google Workspace, Canva, Wix, CMS software an asset
- A satisfactory Police Records Check is a requirement for this position.



Button Factory Arts

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

519-886-4577 buttonfactoryarts.ca

- Smart Serve Certification is an asset.
- First aid training is an asset.

Statement On Equity

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 May 19, 2025. Only applicants that will be interviewed will be contacted