

Studio and Facilities Coordinator

The Bows is seeking applications for the part-time position of Studio and Facilities Coordinator.

Deadline for applications: August 16, 11:59 pm MST

Salary: \$39,000 per annum – This is a two-year contract position with the possibility of an extension contingent on funding

Healthcare benefits: Included (after a three-month probationary period)

Hours per week: 24

Location: Mohkínstsis (Calgary)

Start date: September 16, 2025 (flexible)

Vacation: 5 Weeks Vacation

About the Organization:

The Bows (formerly Untitled Art Society) is an artist-run centre in Mohkínstsis (Calgary), Alberta, Treaty 7 Territory. Our core goals are: to support the development, creation, and presentation of new work by early-career artists; to provide affordable studio space for Mohkínstsis (Calgary)-based artists; and to broaden the reach and scope of contemporary art in our region, with the ultimate, if ambitious, aim to engage this city with artistic work that explores pressing contemporary issues.

We work toward these goals with a human-centric approach that prioritizes the wholesale support of artists; creative and radical uses of spaces outside of the gallery; and a curatorial focus on projects and practices that dovetail with the specific socio-political, cultural, colonial, economic, and Indigenous histories and contexts of Alberta. Ultimately, The Bows strives to empower and support artists to imagine radical futures, and to invite those inside and outside of our community to be co-conspirators in realizing such futures.

Reciprocity (Roles and Responsibilities of The Bows):

The Bows is committed to wholeheartedly supporting the incoming Studio and Facilities Coordinator, with the understanding that such support will need to be tailored to the idiosyncratic needs and interests of the hired candidate. The Systems Director, as well as the Board of Directors, are responsible for providing a generous transition and learning period for the incoming Studio and Facilities Coordinator. The Board and staff are also committed to and responsible for the ongoing work of unsettling colonial systems, which includes a requirement to be ever-changeable and open to other forms of operating. The Bows is committed to being a caring, transparent, flexible, and human-centered employer; we intend to continue to approach HR as “human relations” rather than “human resources.”

About the Position:

The Studio and Facilities Coordinator will report to the Systems Director and Board of Directors; they will oversee the day-to-day operations of our studio spaces and shared facilities. This role ensures the smooth functioning of our creative environment, supports artists and studio users, and coordinates maintenance, safety, and scheduling across both sites.

With support from the Calgary Foundation, The Bows will undergo a major studio expansion beginning in September 2025. Alongside the Systems Director, the Studio and Facilities Coordinator will be responsible for the management of this project.

The Bows grounds its work in a way that prioritizes equity, reciprocity, and responsiveness. The Studio and Facilities Coordinator will be supported to work in ways that reflect their needs and priorities, while also fulfilling the practical expectations and responsibilities outlined below

Mentorship:

The Bows has a strong history of reciprocal non-hierarchical mentorship and relationship-building with artists, staff, Canada Summer Jobs positions, Board Members, interns, students, and other early-career arts professionals

Specific Responsibilities:

Studio & Facilities Coordination

- Oversee daily operations of studio spaces, ensuring they are clean, safe, and functional
- Act as the primary point of contact for studio users regarding space usage, maintenance needs, and facility protocols
- Coordinate access, orientation, and onboarding for new studio residents or renters
- Maintain studio usage calendars and booking systems
- Troubleshoot minor issues (lighting, ventilation, internet, etc.) and coordinate with contractors or building services for larger repairs
- Monitor inventories of shared tools, equipment, and supplies; reorder or repair as needed

Health, Safety & Accessibility

- Develop and ensure compliance with health and safety policies and emergency procedures
- Support the development and implementation of accessible space practices
- Conduct regular safety checks and identify hazards proactively

Artist & Program Support

- Assist with setup and tear-down of installations, open studios, exhibitions, or events
- Collaborate with staff to ensure facility readiness for workshops, residencies, public programs and events
- Provide technical support (AV setup, equipment loans, basic tool use) when needed
- Organize programs in our studio gallery and assist with the organization of bi-annual Open Studio events

Qualifications:

- Experience in facilities coordination, studio management, or a related field
- Familiarity with creative practices and working in artist-centred spaces
- Strong communication, organizational and time-management skills
- Basic knowledge of tools and equipment
- Excellent interpersonal and communication skills
- Ability to work independently and collaboratively in a dynamic environment
- First Aid certification or willingness to obtain (optional but preferred)
- Drivers License and access to car (optional but preferred)

Working Conditions:

- Lifting and physical tasks will be required
- Some evening or weekend work may be necessary for events or programs
- Access to workspace and necessary equipment provided

To Apply:

Applicants are encouraged to send a letter of interest, including artistic and personal priorities, ideas, past work, past experiences, and/or any other relevant information, and CV in one PDF to board@thebows.org (subject: Studio and Facilities Coordinator) no later than 11:59 pm (MDT) on August 16, 11:59 pm MST

Candidates are also welcome to submit a video application of no longer than 5 minutes.

Questions about the position or application process can be directed to current Systems Director Jasmine Hynes at jasmine@thebows.org.

The Bows would like to thank the Calgary Foundation for their generous support, without which this position would not be possible.

Equity:

We welcome applicants with different skills, experiences, approaches, ideas, and who may be new to working in an artist-run organization. Racialized applicants and those from the LGBTQ+ 2S communities will be prioritized in the hiring process, and candidates from all subjectivities, lived experiences, and levels of experience are encouraged to apply.

The Bows is mindful of and proactive about barriers and challenges that an equity-seeking individual could face in an organization built upon colonial logics and white supremacist traditions. In this time of organizational growth and change, The Board and staff are also committed to and responsible for the ongoing work of unsettling colonial systems, which includes a requirement to be ever-changeable and open to other forms of operating. In this spirit, we understand support as a mutual practice, where flexibility is paired with reliability, and care is practiced through shared responsibility.

The Bows Board and staff will work with the incoming Studio and Facilities Coordinator to provide support to mitigate the harmful effects of institutionalized colonialism and white supremacy. We aspire to continue to unsettle these foundations, as an organization and as the individuals that comprise it, and we look forward to working in these ways with the incoming Studio and Facilities Coordinator