

JOB DESCRIPTION

Program Administrator

Full time (35 hours per week)

\$20 per hour

16-week contract beginning 22 June 2026

Applications due Sunday, 3 May 2026 by 11:59 PM ET

Summary

Under the direction of the Executive Director, the Program Administrator will work closely with the Program and Communications Coordinator to support, develop, and execute programming related to the Kingston Arts Council (KAC) Membership Program. They will additionally have the opportunity to support other KAC programs, depending on their interest, skillset, and capacity. The successful candidate will gain hands-on experience in arts administration, event planning, communications, outreach, and community engagement while contributing to the KAC's role as the region's primary arts support organization.

Eligibility

This position is funded in part by Canada Summer Jobs; in order to be eligible, candidates must:

- Be between 15-30 years of age as of 22 June 2025;
- Have a valid Social Insurance Number (SIN);
- Be a Canadian citizen, permanent resident, or someone to whom refugee status has been granted/conferred.

International students, and those who are here in Canada on work, youth, or visitor visa/permits are not eligible to apply.

The following is a list of skills and assets we value for this position:

- Formal training and/or successful experience with arts administration, artistic programming and services, membership programs, fundraising and outreach (1-2 years relevant experience preferred);
- Strong project management skills with attention to detail;
- Community-conscious and engaged with the local arts sector;
- Commitment to continuous education in and embodiment of the values of diversity, equity, inclusion, and accessibility (DEIA);
- Proficiency with common office computer programs and software, including Google Workspace, Adobe Acrobat, Zoom, and Canva.

About the Kingston Arts Council

The Kingston Arts Council provides strategic leadership and services for the arts – as funder, leader, advocate, resource and facilitator of opportunities – in Kingston and the surrounding area. KAC is the primary resource for arts information and support in Kingston and the surrounding region.

About the KAC Membership Program

The KAC Membership program provides increased opportunities for artists primarily in the Kingston region to access much-needed support services, resources, professional development and networking opportunities. Member benefits include: members-only communications, events, and opportunities; eligibility to exhibit in the Pocket Gallery; eligibility for the Arts & Entertainment benefits plan; discounts with local organizations and businesses; a customizable listing on our Member Directory; and more.

Duties and Responsibilities

Working under the supervision of and in collaboration with the Program and Communications Coordinator, the Program Administrator will have the following responsibilities:

- Membership outreach, appreciation, and retention;
- Respond to inquiries, welcome new members, and help maintain an inclusive and accessible member experience;
- Maintain internal and external members' databases;
- Ensure accurate records and contribute to data-informed program improvements;
- Develop 2026-2027 membership program roadmap in consultation with KAC Program + Communications Coordinator;
- Identify opportunities for new services, resources, and community partnerships;
- Develop and execute members-only events (possibly including events such as: creative incubator sessions, artists + organizations "speed dating" networking event, members' appreciation event, etc.);
- Maintain the quarterly Membership Newsletter, and develop new communications initiatives (ex. Members' feedback surveys);
- Administer the Pocket Gallery exhibition program, including: acting as artist liaison, curating and installing exhibitions, programming exhibition receptions and/or community engagement events;
- Communicate with existing supporters and sponsors;
- Sponsorship outreach, including developing sponsorship packages, researching potential sponsors, and communications with prospective supporters;
- Maintain public web resources including the KAC Member Directory, Arts Events Calendar, Job Board, and Opportunities Board;
- Develop internal resources for members (ex. media outreach directory, writing);
- Support outreach and fundraising initiatives (ex. "Doors open" events at the Tett Centre, summer festivals, etc.); and
- Other duties as assigned.

Compensation and Structure

This is a full-time position (35 hours per week), compensated with an hourly wage of \$20.00 for a period of eight (17) weeks beginning 22 June 2025.

The Program Administrator will work closely with the Program and Communications Coordinator, who will act as their primary supervisor. They will additionally receive mentorship

and guidance from the Executive Director via weekly staff meetings (structured) and as required (unstructured).

The Program Administrator will work onsite at the KAC office during regular office hours (9:30AM–5PM) and will be required to work occasional offsite, evening, and weekend events as needed. All work conducted outside of the Program Administrator’s regular office hours will result in corresponding time off (lieu time) during their regular work week. Occasional remote work can be accommodated in alignment with the needs of both staff and the organization.

Application Process + Deadline

Applications are due by 11:59 PM ET on **Sunday, 3 May 2026**

Applicants are asked to submit their Resume or CV and Cover Letter via email to Nicole Daniels at ED@artskingston.ca prior to the application deadline with the subject line *PA Application: [Your Name]*. Please attach all documents to a single email in PDF format.

If you require any accommodations for this process or have inquiries about the position or application process, please contact Nicole Daniels at ED@artskingston.ca or 613-546-2787