

BICAS Art Coordinator Job Description

Payrate: \$15.00 increasing to \$16.15 upon one year of successful employment.

Principle Function: Responsible for recycled bicycle art programming.

25-40 hrs/week total. Overtime possible in month leading up to Art

Auction ART PROGRAM DESCRIPTION:

Our nationally-recognized art program, “BICAS Underground Art,” merges bike-themed arts, do-it-yourself ethics, and ecological consciousness by providing education, inspiration, salvaged materials, and a socially diverse and inclusive artistic venue. Our art area is accessible to the public and is stocked with assorted art supplies and ready-to-reinvent bike parts. Although many community bike shops offer similar services in regards to bicycle mechanics and second-hand parts, BICAS is unique in our commitment to “upcycled” arts as an inextricable part of our overall dedication to community, sustainability, and resourcefulness.

DUTIES & RESPONSIBILITIES

I. Artistry:

10-15 hrs/wk, more during Auction season

Prepare and Facilitate Workshops

Coordinate regularly scheduled and advertised art workshops hosted by coordinator, staff, volunteers, or designated work traders.

Art Auction

Coordinate and promote the annual BICAS Art Auction. Coordinate Auction committees assigned to solicit art, locate venue, arrange for food and beverages, advertise, art installation, follow up, and other details. Coordinate Auction related events including art workshops, preview party(ies), and conduct Art Auction volunteer orientation. The Art Auction is BICAS’ biggest fundraiser of the year, thus, we consider it an “all hands on deck” endeavor - the Art Coordinator is not expected to put it on alone, rather they are expected to be able to direct and organize project teams, keep track of tasks and deadlines, prompt action when necessary, and continue to foster relationships within the Tucson arts community.

Art Production/Creation

Coordinate art production/creation for sale by BICAS. Includes managing work-traders for recycled art projects like preparing old bike parts for use, constructing BICAS repurposed art products like candle holders, flowers, jewelry, purses, wind chimes, book ends, toilet paper holders, etc.

Public Art

Seek areas where BICAS Art can contribute to public spaces, such as bike racks and community gardens. Maximize BICAS' unique skills and artistic resourcefulness. Coordinate with welders who use BICAS' metal shop. Art Coordinator may be trained in use of the BICAS metal shop, if so desired.

Art Displays

Manage BICAS art displays at the shop as well as installations out in the community (public library, coffeeshops, etc.), including display cases, wall art, and free-standing sculptures. Responsible for keeping track of artist information, sales, installation and rotation of art. Responsible for managing commissioned art sales.

II. Arts Program Administration:

10-15 hrs/wk, more during Auction season

Art Committee

Act as coordinator of the BICAS Art Committee, which oversees all aspects of the Arts Program at BICAS. This committee meets once a month, in accordance with committee members' schedules. The Art Coordinator creates meeting agendas, facilitates the completion of tasks taken on by the committee, and submits a yearly departmental budget to the Finance Committee - they are not solely responsible for facilitating every meeting or completing every task themselves; the committee should distribute the work collectively.

Community-Building

Foster relationships with local artists and arts organizations. Act as BICAS' ambassador for art-related events, requests, and correspondence.

Update and organize files/data related to art relationships, i.e. donors, potential donors, local org contacts, workshop instructors, & Art Auction manual.

Advertising/Social Media

Responsible for all art-related marketing materials, both print and digital, including the Art section of the BICAS website, the BICAS Underground Art facebook page, and art-related instagram posts.

Grant Writing

Research and apply to appropriate grant funding opportunities for the BICAS Art program, with assistance from the Art Committee and the Fundraising Committee. NOTE: Grants are an important component of maintaining the Art Program, and should be pursued aggressively.

III. Collective:

Average of 2 - 4 hrs/wk, depending on working committee requirements

Attend and participate in mandatory, twice monthly staff/collective meetings on the first and third Wednesday nights of the month (4 paid hours per month).

Participate in occasional working groups such as: Hiring Committee, Art Auction Committee, Retreat Committee, Peer Review Committee, Grievance & Accountability Committee, and other ad hoc committees.

Participate in Peer Review processes.

IV. Mechanics:

0 - 15 hrs/wk, depending on season

Will be cross-trained as a mechanic and in all shop positions

1-2 regular shop shifts depending on staff needs may be available. Hours may include subbing/ break coverage and building of floor bikes.

QUALIFICATIONS AND EXPERIENCE:

Experience as an artist, affinity for repurposed art production, experience in arts advocacy, gallery display, event coordination, and recruitment and coordination of volunteers. Strong communication, organization, and ability to meet deadlines. Ability to engage with the public and enthusiasm to act as BICAS' art ambassador. Knowledge of CiviCRM, Wordpress, Photoshop, or other web/graphic design experience a plus. Knowledge of bicycles/bicycle mechanics is not required, but is desired.

Payrate Policy:

The BICAS staff member has the opportunity to grow in the organization based on personal motivation/commitment. The range of pay is adjusted annually in accordance with Arizona's minimum wage. Staff rate of pay increases by \$.50 cents per hour for every 500 hours worked in

an attempt to reward experience, long term commitment, and increased participation in the organization. After one year of employment and a positive review, wages automatically jump from BICAS starting wages to experienced wages, which will also increase annually. [See full text of Equitable Pay Policy here](#). Performance will be Peer Reviewed 90-days after hire and annually in/near the month hired. Former employees, in good standing with BICAS, desiring to return must re-apply for a position at BICAS and if re-hired, will receive the rate of pay they were earning when they left our employ or our entry wage, whichever is higher.

Additional Information:

BICAS is a highly rewarding responsibility for those that work as staff but is often a very demanding job. A successful candidate will be familiar with BICAS bylaws, policies and procedures; have an understanding of and desire to implement the mission and vision and long-term goals of the organization; openness to learning and trying new approaches; ability to work unconventional hours when necessary; ability to work in various locations in greater Tucson and attend various committee meetings throughout the year. Please look through the rest of our website for additional information about us. www.bicas.org

BICAS employees and the volunteer board of directors form the non-hierarchical BICAS collective. The collective is the base for all major decisions regarding the organizations' structure and policies. For this reason it is of the utmost importance that all members participate in the collective process. We use consensus-based decision processes in our Collective meetings. The BICAS collective strives to provide its employees with a living wage based on its current annual budget which is why we need all collective members to be involved with advancing the organization and involved in fundraising activities.

BICAS staffs are allowed up to 6 weeks unpaid leave per year as long as leave does not impede shop operations - for the Art Coordinator there is a vacation exclusion period from Oct. 1st through the first weekend in Dec due to Art Auction prep. Staff are required to find their own substitutes for long or short leave of absence. Longer leave is possible with collective approval but is not acceptable in 2 consecutive years. Staff must work a minimum of 25% of their assigned Shop shifts. BICAS budgets funds annually to provide staff with professional development experiences, such as Bike Bike! Leave overlap is based on seniority. New hires are not eligible for extended leave within 6 months of hire date. Unapproved leave of 60 days is considered job abandonment.

This position requires awareness and passion about social and environmental sustainability, local economics and bicycle mechanics, cooperative involvement and collective decision making. Operating a bike project to these standards in an institutional environment and larger community takes tenacity and passion. Successful candidates will be experienced organizers who are interested in working hard and being flexible in order to get things done. This position requires representing and advocating for BICAS in the greater Tucson area.