

Art Coordinator Job Description

Job Title: Art Coordinator / Collective Member

Compensation: Starting pay is \$18.04. Increases of \$.50 are given when the employee reaches 500-hours marks. The max pay is \$20.82. This is automatically given at their one-year anniversary. 10hrs vacation pay accrued every yearly quarter (40hr annually). 40hrs per year of sick pay, accrual: 30hrs worked is 1 hour of sick time. And 8 paid holidays per year.

Classification: Full time non-exempt

Principle Function

Responsible for the BICAS art programming.

The total hours per week range from 30 to 40, depending on the time of year, programming needs, and budget capacity. 30-hour minimum to receive benefits (PTO) This is a fun and fulfilling position if you are eager to oversee and be highly cooperative with other committees and program coordinators to sustain and grow capacity for the art program at BICAS.

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 regard 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 and Responsibilities:

- Minimum 1 shop shift per week
 - Learn bicycle mechanic skills, repair bicycles, operate bicas work trade station, assisting customers in the shop.
- Prepare and/or coordinate workshops
 - Workshops hosted by self, staff, or volunteer coordinator
- Art production/creating or coordinating of art production
 - Can be trained in metal shop(not required) or coordinate with a BICAS welder
 - Utilizing work-traders and volunteers to prepare art parts with help from the volunteer coordinator
 - Digital merch is created in BICAS by the visual communication designer and/or volunteers. Coordinate with the VCD for all digital art/print needs.
- Public art
 - Seek out areas where BICAS can contribute to public art spaces
- Art displays
 - Manage art gallerie, merch area & other art in the shop
 - Securing displays in community spaces (public library, coffee shops, galleries, etc.) track of information
- Art Committee
 - Works collectively with art committee staff for most aspects of the arts program. The art coordinator creates meeting agenda.

- Working collaborative with other BICAS program coordinators committees
- Acquiring and connecting art community
 - fostering relationships with local art scene
 - building connections for future art events
 - updating and maintaining art contacts
 - art markets if possible (depending on art available and funding sources).
- Social media + web shop
 - Updating + coordinating shipping
 - Submitting items for art newsletter.
 - posts on the “BICAS Art” social media.
- Budget/Grants stats
 - Identify program goals and record program data to be conveyed to funders.
 - Yearly budget creation with development Manager.
 - Responsible for overseeing art program budget.
 - Must be an active member of the Finance committee.
- Partipate in the planning and implementation of the Annual Art Auction or other art fundraising event.
- Identify program goals and record program data to be conveyed to funders.
- Responsible for understanding and adjudicating BICAS policies and procedures

Collective Member Tasks:

- Attend and participate (including regular facilitation, note-taking, and snack bringing) in mandatory, twice monthly collective meetings on the first and third Wednesday afternoons of the month
- Participate in monthly finance Committee meetings.
- Work at least one full 8 hour shop shift per week
- Engage with other BICAS coordinators, staff, and committees to facilitate collective governance.
- Occasionally join temporary working committees such as: hiring, art auction, & others.
- Requirement to join monthly coordinator meeting
- Participate in peer review process
- Participate in Annual Art Auction and Annual Retreat
 - Rotating facilitator & note taker roles as assigned

Weekly Hours:

Average Expected Weekly Hours	30-40
Shop Shifts	8
Art Coordination	8
Art Displays	4
Administrative Tasks	4
Collective Member Tasks	2

Committee Work (Art, Finance, etc.)	4
Art Fun Raisers/Planning	2
Art Creation	8

Qualifications and Experience:

- Experience as an artist (multi forms preferred not required)
- Affinity for repurposed art production
- Experience in arts advocacy
- Gallery display
- Event coordination
- Good communication skills (digital, written, in person)
- Collaborative skills + leading teams
- Organization & ability to meet deadlines & work in high stress situations
- Engage with public with enthusiasm to act as BICAS' art ambassador
- Knowledge of digital art software or welding (preferred not required)
- Self-initiating to learn new skills,abilities,problem solving
- Budget management + creation
- Grant seeking
- Collectivism (not required but preferred)
- Previous experience in being interviewed (not required but preferred)
- Knowledge of bicycles/bicycle mechanics
 - Ideal candidate will not only be an art coordinator but should be open to learning bike mechanics with training & mentoring provided.

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(if applicable). 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.