

BICAS Art Coordinator Job Description

Pay rate:\$18.67/hour-\$20.82 upon 1 year of with upon one year of successful employment

This position is full-time, eligible for permanent employment collective member after 90 days.

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 the BICAS art program budget. 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.

Overtime is possible in the month leading up to the art auction(our largest fundraising event of the year). As well as possible full time during budget season (august-janurary)

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 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

Prepare and Facilitate Art Workshops

Coordinate art workshops hosted by self, staff, or volunteers. Collaborating with staff and program coordinators in seeking support from volunteer is essential for program sustainability.

Art Production/Creation

Creating and/or coordinating of art related production; commissions, merch, etc. Coordinate art production with staff by utilizing work-traders and volunteers to prepare art parts. With help from the volunteer coordinator seeking volunteers to make art for BICAS. Utilizing work trade and volunteer support with help is essential for program sustainability. 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

With aid from staff seek out areas where BICAS can contribute to public art spaces, such as bike racks, memorials and community gardens. The art coordinator can be trained in the use of the BICAS metal shop if so desired. And/or coordinate with a bicas welder for welding art need.

Art Displays

Manage BICAS bike themed art displays in the shop as well as displays in the community (public library, coffee shops, galleries, etc.) Seeking support from community members and other staff to secure art displays. Responsible for keeping track of information to maintain these displays.

Art Committee

Being the lead and point person for the BICAS art program committee, which works together collectively with staff for all the aspects of the arts program at BICAS. This committee can meet once a month as needed. The art coordinator creates meeting agendas and facilitates the completion of tasks taken on by the committee and on a yearly art program budget and yearly goals. The committee should distribute the work collectively and discuss future endeavors together. As well as utilizing the resources within BICAS by being highly communicative and working with other BICAS program coordinators.

Community-Building

In tandem with the outreach coordinator, fostering relationships with local artists and arts organizations. Act as BICAS' "art ambassador." In coordination with the development manager, update and organize files/data related to art relationships, i.e., donors, potential donors, local org contacts, workshop instructors. With aid from the media committee and visual communication designer in updating and maintaining media contacts, email contacts, and updating social media contact sheets. And optionally coordinate in local art markets if possible (depending on art available and funding sources).

Advertising/Social Media/Webshop

Responsible for communicating with the visual communication designer in submitting

ideas for art-related visual marketing ideas, both print and digital, including the art section of the BICAS website and art newsletter. With the media committee co-coordinate on posts on the BICAS art Facebook page and art-related Instagram posts. Collaborate with VCD in creating events on Facebook and continuously posting to promote BICAS art program, it's services, events, etc. Fulfilling online orders and communication with the visual communication designer, making sure inventory is correct on the art sales site (Big Cartel).

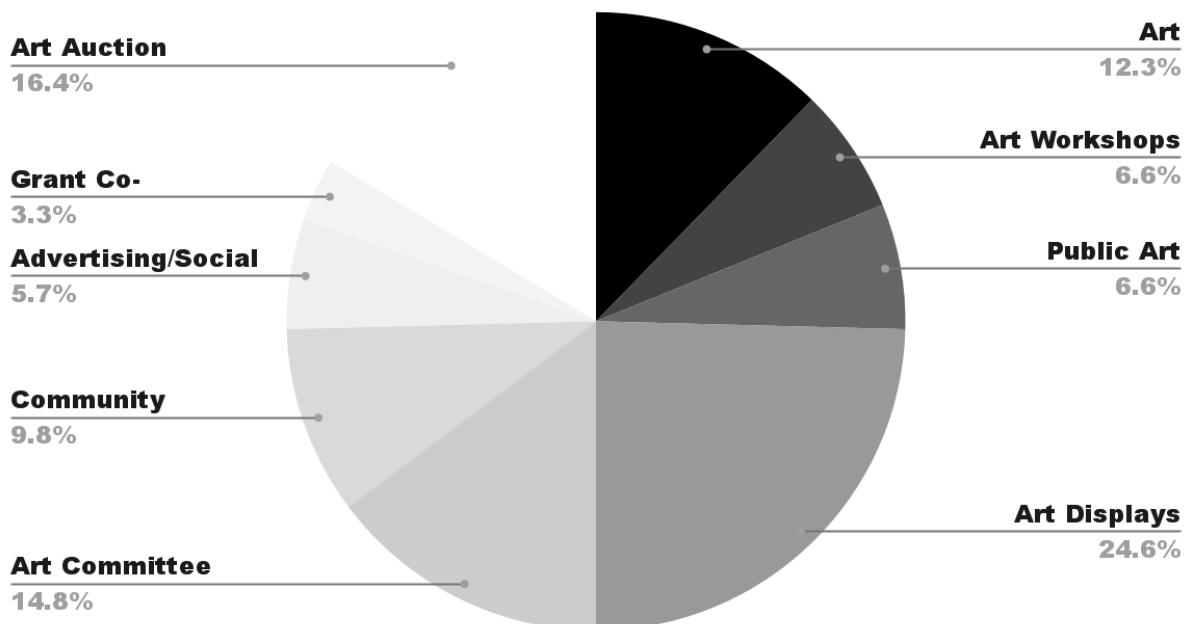
Grant Co-Coordination/Budget Coordination

Working with the development manager to work on 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. Yearly budget creation with development manager

Art Auction (optional, dependent on many factors)

Coordinate with available BICAS program coordinators and staff in a BICAS Art Auction. Oversee auction committees assigned to solicit art, locate a venue, arrange for food and beverages, advertise, install art, follow up, and handle other details. With aid from the outreach coordinator in auction-related events, including art workshop(s) and preview party(ies), and conduct art auction volunteer orientation. The art auction is big fundraiser and is alot of work. The art coordinator doesn't put it on alone; rather, they are expected to be able to collaborate, direct and organize project teams, keep track of tasks and deadlines and prompt action when necessary. See the "How to Auction" manual for more details.

Visual Breakdown for Art Program



Collective Work

As a collective member: 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 the hiring committee, retreat committee, and other committees and/or subcommittees as the need arises. Participatuion in peer review processes (when applicable).

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, collaborative skills, organization, and ability to meet deadlines. Ability to engage with the public and enthusiasm to act as BICAS' art ambassador. Knowledge of or be willing to learn: digital art software or welding.. Knowledge of bicycles/bicycle mechanics is not required but is desired. Training available for all aspects

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.