

The Vancouver Life Drawing Society dba Basic Inquiry

Studio Coordinator Job Description

Last revised: 2 May 2023

Job Brief

The position is required to maintain the Basic Inquiry Studio facility in good operating and safe order. It consists of working with other volunteers, subcontractors and inspectors and also carrying out minor tasks that are within the scope of this job as outlined below.

The responsibilities below outline the current requirements but may change with evolving studio needs.

Reporting Structure

- Reports to the Treasurer on expenses incurred, reimbursement of purchases and for requesting additional funds.
- Liaises and works collaboratively with Cleaners on larger cleaning projects or when performing duties requiring the use of a ladder.

Areas of Responsibility

- The studio, gallery, washroom, storage closet, kitchen area, storefront and sidewalk areas in front of the studio.

Qualifications

- be a member in good standing of the Vancouver Life Drawing Society,
- have a valid BC drivers license and insured vehicle,
- willing and able to purchase on credit items and services.

Time commitment

- up to four (4) hours per week.

Compensation:

- a Costco membership
- entitlement to one (1) tank of gas for their vehicle every 3 months

In addition, this holder of this position—with all other Basic volunteers—receives one complimentary drawing session ticket per week in thanks for their volunteer service.

Responsibilities:

Maintenance

- Manage an annual budget by tracking expenses and submitting receipts of items/services purchased to the Treasurer or Financial Clerk for reimbursement,
- Maintain inventory of studio supplies such as first aid kit, cleaning materials, sanitary items, newsprint, paper towel, light bulbs and any other items needed in the operation, maintenance and upkeep of the studio,
- Schedule, perform and document routine inspection, cleaning and maintenance activities on studio equipment/facilities such as appliances, lighting, heaters, gallery walls, floors, storefront windows and door, outside walkways, washroom, kitchen area, easels, modeling stage, sound system, library and any other items necessary to the function of the studio/gallery.
 - Maintain a list of deficiencies and notify the Treasurer once a month
 - Correct any minor deficiencies that are within your capabilities and within the 4 hour weekly limit
 - For non-minor deficiencies, obtain estimates from contractors and forward to the Treasurer,
 - Request from the Treasurer for additional volunteers if needed.

Coordination of Contractors, Inspectors

- Coordinate with contractors carrying out annual fire inspections and HVAC servicing

Handle Emergencies

- The Studio Coordinator is the point person for dealing with emergency repairs and expected to take charge of getting any repairs dealt with as soon as possible,

The SOP for emergency repairs on the building exterior (such as vandalized storefront windows or door) is to call the City's 311 hotline, make a request for emergency repairs, and contact the Treasurer advising a bill may be submitted by the City.

Health and Safety

- Follow all health and safety regulations such as performing ladder work with someone available to assist.