

Job Title	Art and Experience Coordinator	Organization	Naut'sa mawt Resources Group
Salary	\$60,000 - \$65,000	Department	Naut'sa mawt Event Management
Position Type	Full Time, 35 hours per week	Supervisor	Art Collection and Experience Manager

Position Focus:

With the trust of our member Nations, the creative force of our artists, and the infrastructure of Naut'sa mawt Event Management behind us, the Art & Experience department is poised to lead meaningful change across the region — through art, through story, and through presence. Guided by values deeply informed by our Indigenous roots, NEM offers event services that are inherently culturally safe and respectful, and prides ourselves on the continual and respectful integration of Indigenous cultural activities and ceremonies in the events we manage.

The Art and Experience (A&E) Coordinator is responsible for coordinating a visual experience from initial client introduction to onsite installation in an effective and timely manner in order to meet Naut'sa mawt Event Management standards of customer service.

Accountability:

Reporting to the Art Collection and Experience Manager, the Coordinator will be assigned projects in collaboration with government, non-profit or corporate clients all around a diverse array of engagements/celebrations. These events will be coordinated both independently and in collaboration with the Art Collection and Experience Manager, and Event Managers depending on the complexity of the client's deliverables. This role will require collaboration with a variety of internal team members, artists, contractors and other contributors to ensure projects are properly managed, executed, and documented.

Responsibilities:

The position is responsible for the following four (4) key functions:

Project Management and Logistics:

- Ensure that customer service standards are maintained, and contract deliverables are met
- Attend client meetings and promptly address any requests or feedback communicated by the client.
- Create work plans/critical path documents that include deliverables, deadlines, responsibilities, floor plans and budgets to be shared with the client in order to effectively delegate tasks and measure progress in meeting client objectives
- Organizing installation logistics such as transport, labour, tech support, graphic design, and providing general customer service and support.
- Providing cultural guidance to clients on how to incorporate Indigenous craft, art, and design while ensuring programming remains inclusive and respectful to Indigenous cultures.

- Coordinating communications between artists, clients, and production teams to maintain timelines and project alignment.
- Attending installations and events as an onsite lead, when required, to support logistics and client relations.
- Assuring appropriate Indigenous cultural practices are adhered to during installations, including but not limited to; respectfully greeting Elders or Chiefs, providing honoraria if applicable etc.

Sales and Marketing:

- Supporting the sales funnel by preparing pitch materials, maintaining project decks and visual portfolios, and contributing to the development of client-facing proposals and presentations.
- Responding to Requests for Proposal (RFP's) for A&E's services for Naut'sa mawt Event Management as requested
- Supporting digital marketing efforts, including newsletters, blog posts, and event promotion in alignment with NEM's communications strategy.
- Creating and scheduling engaging content for social media platforms to highlight A&E programming, artist partnerships, and installations.
- Routinely networking and researching organizations that could possibly use Naut'sa mawt's services.

Internal Operations and Asset Management:

- Collaborate with internal team members, contractors, clients, and other stakeholders to ensure the smooth delivery of services
- Assisting to maintain inventory of A&E assets and coordinating storage, upkeep, or rentals where applicable.
- Assist in tracking condition, location, and usage of assets to inform procurement decisions and mitigate damage
- Assisting with documentation of projects including collecting photos, artist bios, and installation records for future use and reporting.
- Participate in the development and implementation of internal initiatives and tools aimed at strengthening A&E program operations, client services, and knowledge management.
- Continually researching technologies and tools which could aid in the delivery of services and help to keep Naut'sa mawt competitive.

Financial and Administrative Duties:

- Adhere to client and department budgets and maintaining accurate records of expenses and invoices collected. Including maintenance of electronic and hard copy filing system.
- Open, sort, scan, copy, email, and distribute incoming/outgoing correspondence/documents, when applicable.

- Accurate update of information into company CRM.
- Attend departmental meetings, staff meetings and events as required.
- Other duties as assigned.

Education and Professional Experience:

- Completed Bachelor's Degree and/or Certificate or diploma in Fine Arts or related field is required
- Experience 3-5 years' experience in project management, art administration or combination
- Proficient in Adobe Acrobat and Microsoft Suite programs including Teams, Word, Excel and PowerPoint
- Experience working with Indigenous communities considered preferred

Knowledge, Skills, and Abilities:

- Working knowledge of creative project coordination, public art installation processes, and/or arts-based community engagement practices
- Ability to work both independently and collaboratively with the Art & Experience Manager, artists, and cross-functional project teams
- Strong organizational skills with the ability to manage multiple priorities and timelines
- Excellent interpersonal communication and relationship-building skills, particularly when engaging with Indigenous artists, Elders, and cultural contributors
- Sensitivity to and understanding of Indigenous cultural protocols, values, and ways of knowing
- Comfortable giving clear and respectful direction to contractors, artists, or suppliers while remaining flexible to creative input
- Sound judgment and problem-solving skills when working under pressure, with an ability to navigate shifting project scopes or last-minute changes
- Familiarity with or willingness to learn project management and design tools (e.g., Monday Adobe Creative Suite, Canva, etc.)

Other:

- This is a remote position open to candidates located within the Lower Mainland or Vancouver Island area. The Coordinator must be available to attend in-person events within this region as needed.
- Occasional travel across Canada may be required, as well as flexibility to work evenings, weekends, or holidays depending on event schedules.
- All responsibilities are to be carried out in alignment with Naut'sa mawt Tribal Council policies and procedures.