

Job Posting: **Programs Assistant**

Section 1. Position Details

Position: Programs Assistant

Position Type: Full Time, Permanent (contingent on continued funding after 18th month period)

Start Date: July 17th, 2026 till April 30th, 2028

Salary: \$50,000/yr (\$32.05/hr)

Hours: 30 hours per week (4 day work-week)

Work Schedule: Flexible work schedule in consultation with other staff. Some evenings and weekends required.

Vacation: Two weeks paid vacation per year

Sick Days: 1 per month after 3 months, cumulative

Reporting to: Artistic Director, Director of Operations

Probationary Term: 6 months

Benefits: After 3 Months: EAP, dental, vision, prescriptions (lower cost with status)

Paycheque payment: bi-monthly

Deductions: The Organization shall calculate, and remit biweekly all required deductions for taxes, CPP, UIC, and employee benefits on behalf of the Employee.

Section 2. Summary

About Urban Shaman

Urban Shaman Contemporary Indigenous Art is a charitable, not-for-profit artist-run centre located on Treaty 1 territory in Winnipeg, Manitoba. Urban Shaman is an Indigenous led gallery that presents contemporary Indigenous art with integrity while remaining rooted in our diverse Indigenous cultures.

Founded in 1996, Urban Shaman continues to be a nationally recognized leader in Indigenous arts programming and one of the foremost venues and voices for Indigenous art in Canada. Urban Shaman is dedicated to the Indigenous arts community and arts community at large.

The Position

The Programs Assistant supports the coordination and administration of Urban Shaman's exhibitions, adjunct programming, residencies, and publications. Working closely with the Artistic Director and Director of Operations, this position helps make sure the gallery's programming is organized, scheduled, and carried out effectively.

Responsibilities include preparing artist contracts, coordinating artist travel and artwork shipping, organizing exhibition logistics, purchasing of install materials, arranging Indigenous translations, and archiving of exhibition files and documentation. The Programs Assistant also supports publications, residency programs, and general gallery administration.

The Programs Assistant must have strong organizational and project management skills with an understanding of the not-for-profit artist-run centre culture. Experience coordinating exhibitions or gallery programming a strong asset.

Section 3. Key Responsibilities and Duties

Exhibition Administration

- Monitoring programming schedule, exhibition planning documents, and budgets to ensure programming is carried out on time and effectively
- Collecting necessary information from exhibiting artists and guest curators (bios, artwork lists, headshots, artwork images, etc.)
- Prepares and sends out contracts and letters of agreement to artists, curators, and other contributors
- Coordinating Artwork Shipping
- Coordinates travel and accommodations for visiting artists, curators, and other guests
- Preparing Exhibition Itineraries
- Facilitating exhibition text translations with Language Keepers
- Preparing Labels, Didactics, and other gallery signage for print
- Coordinating install plan and schedule with artists and Preparator
- Purchases necessary materials, equipment and supplies as needed for exhibitions, outreach and events
- Arrange hospitality for receptions, talks and other events
- Archiving, filing, organizing programming digital files/electronic and hard copy files such as documents, posters, invitations, exhibition materials (photo and video documentation)
- Coordinating adjunct programming (panels, after events, partnership programming, etc.)
- Purchases gifts and prepares thank-you letters to artists

Programming Coordination

- Overseeing the Urban Art Biz professional development program
- Overseeing residency programs including the IMAA Virtual Exhibition Residency
- Special event, partnership, and offsite programming coordination

Publications

- Prepares and sends out contracts to writers, translators, photographers, editors, and co-publishers
- Coordinates remuneration for writers, translators, photographers and editors
- Liaises with designers, printers, co-publishers and distributors as required, coordinating workflows among publication contributors
- Requests ISBNs for Gallery publications, manages correspondence with Library and Archives Canada
- May provide editing and layout assistance as required

General Administration

- Managing arts related space bookings
- Tracking statistics through CADAC portal

Section 4. Qualifications

- Minimum 3-5 years demonstrated experience in a similar scope
- Has an appropriate post-secondary degree and/or or a combination of equivalent training and experience at an upper level of responsibility
- Strong project management, communication and budgeting skills, attention to detail
- Understanding of the not-for-profit artist-run centre culture
- Knowledgeable about contemporary Indigenous art and the art community on a local, regional, national and international level
- Working knowledge of Microsoft Office applications. Dext Prepare, QuickBooks, Adobe Creative Suite and CADAC an asset
- Valid Drivers License an asset

Urban Shaman encourages applications from members of the designated groups outlined in the Employment Equity Act: Indigenous peoples, persons with disabilities, racialized persons, women, official language minorities, 2SLGBTQIA+ individuals.

***Priority will be given to qualified First Nations, Métis, and Inuit applicants.
Please indicate community in cover letter.***

To apply please submit your:

Cover Letter
CV & Resume
3 References

to careers@urbanshaman.org

Deadline: June 19th, 2026