



WePress is looking for a  
**Program and Managing Director**

please apply by Friday, May 26, 2023

Photo by Kazuho Yamamoto.



# WePress

- Job Title:** Program and Managing Director
- Reports to:** Board of Directors
- Duration:** TBD  
Full-time Year-Round
- Location:** Hybrid - work from home +  
in-person at WePress (185 E. Hasting at Main)  
and in community spaces
- Remuneration:** \$60,000–70,000 depending on experience  
+ funds towards Extended Health Benefits

## ABOUT WEPRESS

### Our Mission

The mission of WePress is to advance education by providing workshops on historic and contemporary methods of print- and art-making for the public, with a particular focus on individuals from marginalized communities in Vancouver's Downtown Eastside (DTES).

### Our Mandate

WePress is a community artspace in the Downtown Eastside (DTES) of Vancouver on the ancestral unceded and occupied traditional territories of the *Sḵwxwú7mesh* (Squamish), *xʷməθkʷəy̓əm* (Musqueam), and *səlilwətaɫ* (Tsleil-Waututh) Peoples. Our mandate is to offer a safe and welcoming work space, art supplies, access to equipment, and arts facilitation to the public, particularly to those marginalized by systems of class, sexuality, gender, race, culture, disability, mental health, addictions, and colonization. We seek to support them to voice their stories, lived experience, and dreams, and to build community capacity and resilience through art-making. WePress fosters artistic excellence by supporting artists and creative practices, researching and developing new and innovative art-making techniques, and fostering collaborations between artists (established, emerging, and community) to create new work and share artistic skills.



Letterpress workshop with ASL Interpretation facilitated by Kay Slater prioritizing the participation of members of the Deaf and Hard of Hearing communities. *Photo by Tracy Moromisato.*



## Our Values

- Joy of print- and art-making;
- Inclusivity and Accessibility;
- Collectivity and Collaboration;
- Diversity;
- A place of mutual respect; and
- Sustainability (financial, social, environmental, and organizational).

## THE OPPORTUNITY

WePress is pleased to be able to offer this exciting opportunity for someone who is an artist/inspired by art, committed to community-led art creation, and driven to help ensure there are art-making and community-building opportunities for people who have been marginalized by our existing systems, especially for those living in the DTES.

## WePress envisions that the Programming and Managing Director (PMD) will:

- **Be committed to honouring and upholding the core values and positive impact of WePress;**
- **Develop a way of operating** that draws on the input, desires, and wishes of communities served by WePress;
- **Maintain existing relationships** with other DTES/Chinatown organizations in the collective effort toward broader decolonization of the neighbourhood and systems change;
- **Establish the administrative and organizational supports** required to ensure that staff have the capacity to serve our art-making communities for the long-term. By creating a more solid organizational structure and implementing processes and policies to support better conflict resolution and accountability, the PMD will help meet the needs of staff and minimize burnout and turnover; and
- **Dream big for DTES artists** - create and implement arts and culture programming in collaboration with equity-denied artists - especially artists who consider concepts of community care in their work, who make work that challenges or dismantles colonial systems, whose work or livelihood is deeply impacted by intersecting systems of oppression and exclusion, and/or who are otherwise underrepresented (emerging and/or marginalized artists).

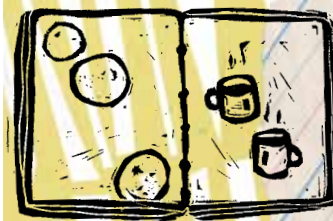


# NEIGHBOURHOOD SKETCHBOOK PROJECT

**OPENING**  
**FRIDAY, MARCH 9**  
 6 to 9 pm  
**ON UNTIL**  
**SAT, MAR 17, 2018**

**GALLERY GACHET & WEPRESS**  
 9 W. HASTINGS ST  
 OPEN TUESDAY TO SATURDAY 12-6 PM  
 FREE TO ALL

**FOR INFO**  
 604.687.2468  
 GACHET.ORG  
 WEPRESS.CA



ABORIGINAL FRONT DOOR  
 CARNEGIE COMMUNITY CENTRE  
 CHINATOWN CONCERN GROUP  
 CULTURE SAVES LIVES & SPIRIT SISTERS PREVENTION RESPONSE TEAM (SPRT)  
 DTES SRO COLLABORATIVE & TENANT OVERDOSE RESPONSE ORGANIZERS (TORO)  
 DOWNTOWN EASTSIDE WOMEN'S CENTRE  
 GALLERY GACHET  
 OPPENHEIMER PARK  
 YOUTH FOR CHINESE SENIORS



## KEY RESPONSIBILITIES

The primary responsibilities for this role are:

- Planning for and execution of overall artistic vision and programming for the Society in accord with its mission, vision and values;
- Program management;
- Oversight of communications and outreach;
- Grant writing and fundraising;
- Human resource planning and management;
- Development and oversight of annual operating budget;
- Coaching, training and supervision of WePress staff and contractors; and
- Acts as liaison with the board of directors.

## SKILL + ABILITIES

- Has at least 5 years of experience in operational or administrative roles at not-for-profit organizations;
- Has experience working in Vancouver's DTES and Chinatown;
- Has a high level of compassion and understanding of access needs to art-making for people from many different equity-denied communities;
- Is a good listener and strong communicator, with the ability and experience in meeting people where they are at;
- Embraces diversity of ideas and perspectives, particularly regarding equity-based work and systems change;
- Is able to respond to interpersonal conflict in thoughtful and compassionate ways;

- Has a demonstrated ability to uphold and enact values of collectivity and collaboration;
- Prioritizes community-building and relationship-building;
- Has a demonstrated ability to engage in system-level thinking and decolonization;
- Has a demonstrated ability to develop organizational structures (e.g., formalized governance models, policies) that are co-constituted by various stakeholders;
- Thinks creatively and balances formal obligations of maintaining a charitable non-profit and commitments to communities that WePress is trying to serve;
- Can manage HR issues and address the HR realm, with strong facilitation skills to be able to support a small team and the growth of the pool of volunteers, staff, and others involved in realizing WePress's vision;
- Has a strong understanding of budgets, granting systems, and managing finances;
- Has experience in managing projects to ensure they are completed appropriately to meet funder requirements;
- Understands the multi-faceted needs of a charitable non-profit, including delegating tasks to staff, hiring consultants with the appropriate skills, and other management activities in order to ensure that all commitments are met; and
- Can see the potential of what WePress has done and has going for it, and envisions where it can go beyond what is described here.



Intro to Block Printmaking and Letterpress Printing Workshop, June 2016. Photos by Emma Kells.



Flower-making workshop at WePress was one of ten workshops organized for The Art & Stories of Chinese Seniors in Vancouver's Chinatown in 2018. *Photo by Lenée Son.*



## DUTIES

The Program and Managing Director is responsible to see that these activities are carried out but the activities may be performed by another individual.

### **Artistic Direction**

- Oversee artistic vision and curation;
- Lead community engagement and community partnership development, especially with grassroots, frontline, DTES groups and community members from low-income and marginalized communities;
- Foster existing relationships with artists from the community and develop new connections;
- Select and liaise with guest curators;
- Manage the curatorial budget;
- Liaise with a programming committee; and
- Planning, upkeep and dissemination of an organizational archive.

### **Community-driven Organizational Development and Accessibility**

- Hire and work with Accessibility Coordinator;
- Plan and organize trainings for staff and volunteers to support goals and values of WePress, such as de-colonization, de-escalation, queer competency, workshop facilitation, working collectively, and other workshops to support the work environment and accountability;
- Engage in ongoing learning about the communities that WePress supports and the issues they care about;
- Convene small groups from communities that have been marginalized to find out what their access needs are for the WePress space and its programming; and
- Seek advice from, and collaborate with, those with lived experience;
- Set up the new space according to advice from community members around access; and
- Take responsibility to uphold the values and goals of accessibility and work to follow and integrate *The Five Tenets of Open Access*.

## Program Management

- Schedule all program activities;
- Prepare artist and other program-related contracts and payment requisition;
- Fulfill curatorial requirements to include space, materials and supplies, and technical requirements; and
- Develop and execute partnership agreements and payment arrangements.

## Communications and Outreach

- Develop and executes the overall marketing, outreach, and community engagement strategy; and
- Develop internal communication tools (project management, tasks, shared drives).

## Grant writing and Fundraising

- Conduct research on funding opportunities;
- Create and update the annual grant and fundraising schedule;
- Write and edit grant and other fundraising proposals;
- Interim and final reporting; and
- Develop and oversee overall fundraising strategy.

## HR Management

- Recruit, hire, and onboard all paid and unpaid workers (staff, contractors, volunteers);
- Supervise staff and contractors on an ongoing basis;

- Develop and update employment policy and protocols; and
- Set HR priorities for organizational development.

## Governance

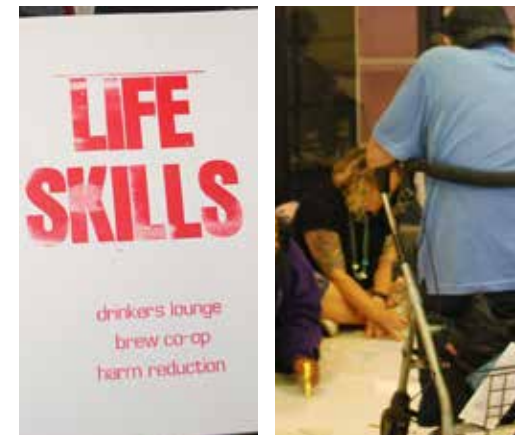
- Attend board and committee meetings and act as organizational liaison to the board of directors;
- Prepare reports to the board of directors;
- Lead strategic planning.

## Financial and Fiduciary

- Create, monitor, and update the annual budget;
- Oversee the work of the Bookkeeper;
- Conduct financial planning and strategy;
- Ensure that the society has current and sufficient Insurance (facility, third party, board); and
- Ensure compliance with and regular reporting to CRA, Worksafe, Labour Standards, Society's Act, and Charities Canada.

**Deadline for application is  
Friday, May 26, 2023 at 11:59 pm.**

**How to apply:** Please submit a current CV, along with a cover letter to [jobs@wepress.ca](mailto:jobs@wepress.ca). Please include "HIRING Program and Managing Director" in the subject line of the email. We thank all applicants for their interest and advise that only those requested for an interview will be contacted due to the volume of applications anticipated. No phone calls, please.



Intro to Block Printmaking and Letterpress Printing Workshop for the members of Super Cool Tuesdays, a community partnership of SFU's Vancity Office of Community Engagement, June 2016. *Photos by Emma Kells.*





Opening of the Neighbourhood Sketchbook Project exhibition, March 9, 2018. *Photo by Tom Quirk.*

## CORE ACTIVITIES

### Art kits + Zines / Open Studio

Before COVID-19, WePress ran weekly drop-in open studio sessions where anyone can access free supplies and space to make their own art, with facilitators for support as well as snacks/meals and drinks. Currently, we are distributing free art kits to bring art to community members wherever they are until we are able to restart this in-person program. We hire professional artists to create how-to zines on various art-making projects and community organizers ('peers') to assemble the supplies into a kit. These programs provide art-making opportunities regardless of a person's access to advanced education, specialized training, and economic privilege, and help fulfill the need for art as a means for survival in the DTES.

### Free and by-donation workshops (online and in-person)

We create opportunities for equity-denied artists to share their expertise and be paid for their work by providing administrative support for workshops, which include block print-making, beading, crazy quilting, self-portraiture, and much more.

### Collaborations

We engage equity-denied artists and their communities to develop art-making and/or art skills training programs from the ground up - collaborating together to develop a process of engagement,

barrier reduction, and cultural protocols in order to create through a community-led process. These projects can evolve into regular WePress programming to further support these artists. We also collaborate with other frontline arts, community, and social service organizations to support a wide variety of art-making initiatives.

### Radical Care Residencies

We provide low-barrier financial support for the CARFAC equivalent of 2 to 6 weeks for artists who consider concepts of community care in their work, who make work that challenges or dismantles colonial systems, whose work or livelihood is deeply impacted by intersecting systems of oppression and exclusion, and/or who are otherwise underrepresented (emerging and/or marginalized artists).

### WePress Community Kitchen

During COVID-19, in response to the food insecurity crisis facing many of the equity-denied artists in the community, we established the WePress Community Kitchen to cook hot nutritious, delicious meals for our program participants and for the unhoused and precariously housed.

### Arts and Culture Mutual Aid Network

We connect with other arts organizations and artists who are from or whose work focuses on supporting equity-denied communities to share needs, wants, ideas, solutions, resources, and vision for art-making and to collaborate and support each other.



Contents of Art Kits with how-to zines by Heidi Nagtegaal, Haisla Collins, and Hollis Nelson. These kits were assembled and distributed throughout 2020 to 2022.