

Call launching:

Tuesday August 3 on the Akin Website, Wednesday August 4 - social media and other promotions

Akin - Facilities Assistant Job Call

Availability Requirements:

For this role we have an immediate need for support which will result in increased hours in September, October and November of 2021. One of our studio locations is closing down and 2 or 3 new locations will be opening during that time. Some full days will be needed and we anticipate September 20-October 7 to be particularly busy. After the studio closure and studio openings there will be less work and the role will switch to more occasional work.

Job Locations:

This role will be working at all Akin locations on an as-needed basis. You can view a map of our locations (Akin Logan and our potential future locations are missing from the map) at www.akincollective.com/map you can also click the location names below to view photos and find out more information about each location including accessibility details, and photographs. Here is a list of our locations:

- [Akin Dupont](#) studios at 1485 Dupont St (Dupont & Symington)
- [Akin Logan](#) studios at 153 Logan Ave (Logan & Queen St East)
- [Akin Ossington](#) studios at 888 Dupont St (Ossington & Dupont) - note that the bulk of the work needed in 2021 will be done at this location. We have ten studios in this building which are closing down in October 2021.
- [Akin Richmond](#) studios and [Remote Gallery](#) at 568 Richmond St West (Richmond W and Portland)[Akin St Clair](#) studios at 1747 St. Clair Avenue West (St Clair W & Keele)
- [Akin Studio Program at Auto BLDG:](#) 158 Sterling Road (Junction Triangle)
- [Akin Storage Locker](#) - 1655 Dupont Street (Dupont & Dundas St W)
- [Any future Akin locations](#) - We will be opening 2 or 3 new studio locations in the fall and winter of 2021 and in early 2022.. Some potential locations for the new studios are: Waterfront TO (Queens Quay East & Parliament), Regent Park (Dundas St East & River), and Stockyards Marlin Springs (St Clair W & Keele).

Commitment, Salary & Benefits

This Facilities Assistant role is a part-time contractor opportunity with an hourly rate of \$25-35/hour depending on experience. Hours will fluctuate weekly depending on need; we anticipate the fall and winter of 2021 will be very busy at Akin as we are opening and closing

studio locations at that time. After the studio closures and openings there will be ongoing occasional work until the next new studio launch or studio closure. As part of your role with Akin you will receive 25% off a studio rental at Akin if you wish, and 25% off rental fees at Remote Gallery. You may invoice Akin monthly, or task-by-task.

Introduction:

Hi, I'm Sally Hood Ranscombe and I am the Facilities Manager at Akin. I began working with Akin on a casual basis when we launched in 2008. In 2019 I started working part-time in a new role as the Facilities Manager supporting Akin in various ways with all of our facilities and supplies. I'm a freelance interior designer. I'm currently looking for a, contractual Facilities Assistant to support me on-site at Akin locations with facilities and supplies-related tasks.

As the Facilities Assistant you should have your own set of hand power tools, access to a vehicle and a valid Ontario's driver license. You should be comfortable driving a cube van or small moving truck (as we frequently rent these) and be able to complete physical tasks such as lifting up to 70lbs plywood sheets and climbing a ladder. You should have strong communication skills and be able to read basic floor plans and follow precise measurements. I am looking for someone with the ability to work independently to complete assigned tasks on-site. Experience with general construction, maintenance, repairs would be an asset, as would be the ability to troubleshoot when an issue arises and to correspond with the appropriate tradesperson.

You would work directly with me as your supervisor, and will also be supported by Jen Pilles (Studio Operations Manager), and Oliver Pauk (founder & Director). You may also work with our Studio Managers, Özge Aytekin, Hana Elmasry and Erin Candela and our Studio Assistants and Cleaning Staff. You can find out more about the whole Akin Team at www.akincollective.com/team. You may also interact occasionally with tradespeople, studio members, property managers and property owners. Since our organization is very member-focused, we are hoping to connect with someone who enjoys interacting with others and is happy to communicate, on a logistical basis, with our staff and studio members.

As you may know, Akin is a Toronto based arts organization established for the purpose of providing both studio spaces as well as creative and professional development opportunities to members of Toronto's artistic and cultural community and the public at large. Since 2015, we have been able to support over 2,500 individuals through our offered services. Akin's affordable studios and shared workspaces currently provide workspace for about 200 artists across our 6 locations. Akin is dedicated to providing a working environment that maintains a friendly and inspiring atmosphere where people can work on creative endeavours and entrepreneurial undertakings of all kinds. Akin builds community through monthly art critiques, workshops, open studio events, gallery tours, exhibitions, as well as various other art projects.

For more information about Akin, please visit: www.akin.art

The Opportunity:

The Akin Facilities Assistant will be assigned tasks by the Facilities Manager and should be able to complete the tasks within 1 week of the request unless otherwise agreed upon with the Facilities Manager, with occasional priority requests. These tasks can take anywhere from 10 minutes to a full day (or multiple consecutive days) and fit into 2 categories: **Facilities Support and Supplies Support**.

- **FACILITIES SUPPORT:** This refers to Akin's on-site facilities (studios and gallery). Examples of Facilities Support Tasks:
 - Building, installing or removing framed 4'x6' plywood partition walls between the studio spaces.
 - Repairs to the facilities such as patching drywall, sanding, caulking, painting and tiling. Taking measurements of spaces for our floor plan designs.
 - Installing or disassembling studio shelving.
 - Responding to facilities emergencies (ie leak or broken window) and meeting with tradespeople on-site to address the emergencies.
 - Meeting with tradespeople and/or contractors on site on a case-by-case basis.

- **SUPPLIES SUPPORT:** This refers to Akin's studio and programming supplies and inventory management. Examples of Supplies Support Tasks:
 - Taking inventory of supplies and maintaining accurate inventory records.
 - Occasionally receiving supplies or orders on-site (ie fridge or plywood being delivered)
 - Moving supplies (ie carrying boxes to moving truck, driving moving truck, unloading).
 - Supporting the Facility Manager with preparing lists of materials and supplies to be ordered.

What you bring to the table:

- You have your own power tools and basic tool set.
- You have access to a vehicle, a valid Ontario Driver's license, and are comfortable driving a cube van or small moving truck.
- You have familiarity with construction, plumbing, electrical work and other relevant trades skills and have the ability to discuss them using the proper terminology, troubleshoot issues when they arise, and to correspond with the appropriate tradesperson appropriately.
- You have experience with carpentry, can safely use a circular saw, and have a comfort level in the use of tools for basic installations and repairs.

- You are able to move large and heavy objects like sheets of plywood and lumber. You are comfortable on a ladder.
- You have a knowledge of and / or training in safe practices in construction work and on a job site including using and wearing appropriate safety gear (ventilation mask, goggles, work gloves etc.) when needed.
- You have excellent interpersonal communication skills.
- You are organized and are familiar with Google Drive (or willing to be trained on this).
- You have a phone or camera that can take photos and record videos. You are able to upload photos and videos to a Google Drive folder or attach them in an email.
- You are passionate about engagement with your team and community and are comfortable working with teams and new people.
- You are not shy about asking questions or voicing the need for support or additional details in order to complete your tasks.
- You care about the arts and/or are an artist yourself.
- You are able to work independently and think globally.

Working conditions and physical demands

This role can be physically demanding. Some tasks may involve physical work such as heavy lifting (up to 70 lbs), bending over, and climbing a ladder. These tasks will take place at Akin Studio and Programming locations across Toronto. During COVID-19 we are following the Health and Safety Guidelines from Public Health and will support you with documentation regarding policies and procedures when being on site.

How We Hire

1. 30-min screening phone call with Akin's Studio Operations Manager Jen Pilles.
2. 60-min interview & chat with the hiring committee which will include the Studio Operations Manager Jen Pilles, Studio Manager Özge Aytekin, and the Facilities Manager Sally Hood Ranscombe.
3. Conduct reference
4. Offer + Start!

**Following the advice of Canadian health authorities, to mitigate the risk of potential spread of COVID-19 and support social distancing, all recruiting activities including interviews and new hire onboarding will be conducted virtually.*

Inclusion at Akin

At Akin we celebrate our inclusive work environment. We welcome and encourage applications from members of all backgrounds, experiences, and perspectives to apply. Adapting the Toronto Arts Council's Equity Priority Group Policy, applicants who self-identify as belonging to one (or

more) of Toronto Arts Council's Equity Priority Groups (Persons of Colour, Indigenous, Deaf Persons, Persons with Disabilities and Persons Living with Mental Illness, 2SLGBTQIAP) will all be prioritized.

We are committed to providing reasonable accommodations and will work with you to meet your needs. If you are a person with a disability and require assistance during the application process, please don't hesitate to reach out to work@akincollective.com

To Apply

Please send a cover letter and C.V. to work@akincollective.com with "Facilities Assistant" in the subject line.

Deadline to apply: **August 18, 2021**