

# KITCHENER-WATERLOO ART GALLERY

## **PUBLIC PROGRAMS COORDINATOR (Education Leave Contract until 31 December, 2021)**

### **Position Summary:**

Reporting to the Director of Public Programs, the Public Programs Coordinator is a self-motivated and energetic professional responsible for overseeing a portion of the Gallery's public programs in alignment with KWAG's mission, vision and values. As a member of the Public Programs team, the Public Programs Coordinator is responsible for facilitating programs for diverse audiences such as children, youth, families, adults, seniors and persons with disabilities. The Public Programs Coordinator plays a critical role in supporting the Director of Public Programs in broadening the Gallery's offerings, building capacity, fostering partnerships and creating more inclusive and accessible programs.

This is a part-time position working 21 hours per week.

The Kitchener-Waterloo Art Gallery is an equal opportunity employer.

### **Key Responsibilities:**

- Develops, coordinates, delivers, and evaluates programs offered at the Gallery, such as:
  - Children's Art Classes
  - PD Day Camps
  - March Break Camps
  - Summer Art Camps
  - Community Events and Festivals
  - Family Sundays and other family-oriented initiatives
  - Adult Workshops
  - Other programs as required
- Responsible for adhering to the approved annual budget for public programs
- Oversees the administration of public programs including registration, scheduling and booking of programs, instructors and artist educators
- Works with marketing department to develop and write promotional material
- Ensures that content on website is current with all public programs information
- Works collaboratively with the Public Programs team to develop new initiatives
- Facilitates community initiatives and partnerships
- Manages the Summer Art Camp subsidy program
- Schedules and oversees programming staff delivering art activities at events and festivals
- Supervises and mentors co-op students, student interns and summer students
- Coordinates studio space and materials inventory
- Coordinates program information materials such as Family Guides
- Assists with the coordination of the annual student exhibition, Expressions
- Responsible for end-of-year report to Director of Public Programs

- Maintains effective working relationships with colleagues, artist educators, volunteers and public

### **Preferred Qualifications and Skills:**

- Bachelor's degree or equivalent in related field; background in visual arts required
- 2-3 years proven experience in arts-related program design in non-profit visual arts organizations
- Knowledge of public art galleries/museum field and best practices
- Experience in formal and non-formal environments working with a wide range of age groups and diverse audiences
- Ability to design programming for remote delivery; including virtual workshops and video tours
- Experience shooting and editing digital video
- Excellent record keeping skills
- Excellent interpersonal communication and customer skills
- Attention to detail and excellent organizational skills
- Excellent oral and written skills
- Ability to work in a fast-paced, dynamic and changing environment.
- Ability to work a varied schedule with expectation to work some evenings and weekends
- Knowledge of engaging with culturally diverse audiences
- Takes ownership of work, is proactive, and demonstrates initiative

### **Additional Requirements:**

- Administrative experience and comfort in Microsoft Excel, Outlook, Word
- Comfort in video chat applications including Zoom
- Demonstrated ability to work effectively with colleagues as a collaborative team player
- Demonstrates a polished and professional style with personal qualities of integrity, credibility and sound judgement
- A creative and innovative thinker, resourceful in developing and executing exciting and inspired ideas and concepts to raise the Gallery's profile
- High-energy, positive and solution-oriented professional

Send a resume and cover letter by Tuesday 19 January at 5:00 pm to:

Shelly Mitchell, Director of Finance & Administration  
Kitchener-Waterloo Art Gallery  
101 Queen Street North, Kitchener, ON N2H 6P7  
Email: smitchell@kwag.on.ca

We thank all applicants for their interest in the Kitchener-Waterloo Art Gallery; however only those selected for further consideration will be contacted.