

# KITCHENER-WATERLOO ART GALLERY

## Director of Public Programs

### Position Statement

The Director of Public Programs is an innovative and energetic professional leading the Public Programs department at the Kitchener-Waterloo Art Gallery. The position is responsible for strategically leading and diversifying the programming and education activities for the Gallery as it continues to broaden access and grow its role in the community. As a member of the Gallery's senior management leadership team, the Director shares responsibility for organizational effectiveness and long-term operational excellence. Key programming areas within this department are:

- Public and education programs, including interpretive planning for exhibitions, family programs, adult enrichment programs, and studio programs for learners of all ages.
- School-based programs, including programs for students grades K-12 and teachers.
- Community arts projects, including developing networks and relationships with local groups and organizations.
- Curation and organization of an annual student art exhibition, *Expressions*
- Preparation and management of the departmental budget and shared responsibility for achieving Gallery budget goals.

This position is responsible for managing key staff and overseeing the programming areas listed above, while continuing to develop the vision and direction of these programs in quality, quantity, and scope to successfully engage our diverse publics.

### Reports to

This is a full-time position, reporting to the Executive Director, with an annual salary range of \$50,000 to \$57,000.

### Responsibilities

- Ensure that programming staff work in alignment with the Gallery's mission and vision.
- Deepen the participation of visitors by producing dynamic public programs related to the Gallery's exhibitions and/or focused on the Gallery's target audiences.
- Participate in the strategic planning process as a member of the senior management team, produce related business plans and share responsibility for achieving the strategic plan priorities.
- Direct vision and strategic development of Public Programs and Education Department.
- Manage key staff, artist educators.
- Develop and oversee annual departmental budget and forecasts.
- Manage and oversee program development, implementation and evaluation in all programming areas.
- Collaboratively develop written descriptive content to help market education and public programming activities, and to enable the development of funding.
- Collaborate with the Curatorial department to develop exhibition-related public programming activities, including exhibition resource areas, artist and curator talks, lectures, discussions etc

- Update and develop programming rationales as programs expand and evolve.
- Monitor, analyze and report to the management group on programming results
- Maintain and develop School Board partnerships.
- Work in collaboration with other departments to prepare grant proposals as required
- Set an example for staff by integrating department activities with the work of other areas and initiatives.
- Oversee outreach program initiatives.

### Skills & Requirements

- Degree specializing in arts, with a focus on the visual arts and multi-disciplinary arts.
- In-depth knowledge of contemporary art, art history and current approaches to interpretation and learning in gallery/museum settings.
- Minimum 5 years of related experience, at least 3 of which are in a management role.
- Knowledge of the Ontario curriculum and familiarity with the school system would be an asset.
- Demonstrated experience in public program design and delivery.
- Excellent interpersonal and oral and written communication skills, including public speaking.
- Excellent interpersonal, negotiation and conflict-resolution skills.
- Attention to detail and excellent organizational abilities.
- Administrative experience and high level of comfort using Microsoft Excel, Outlook and Word.
- Ability to effectively develop strong cross-functional partnerships, evidenced by a track record of teamwork and collegiality, building relationships within and beyond the department.
- Excellent management and team building skills with demonstrated supervision and leadership qualities, superior interpersonal and public relations skills, tact and diplomacy.
- Demonstrated record of problem-solving and priority-setting in a fast-paced, complex and evolving environment.
- Ability to manage effectively in a changing environment with multiple conflicting deadlines.

Please send a resume and cover letter by Friday, 19th of May at 5:00 pm to:

Jenna Winter, Director of Finance and Administration  
 Kitchener-Waterloo Art Gallery  
 101 Queen Street North, Kitchener, ON N2H 6P7  
 Email: [jwinter@kwag.on.ca](mailto:jwinter@kwag.on.ca)

The Kitchener-Waterloo Art Gallery is committed to being an inclusive and respectful workplace. We encourage and welcome applications that contribute to the further diversification of the Gallery including, but not limited to, women, racialized persons, Indigenous peoples, persons with disabilities, and 2SLGBTQ+ persons.

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