

KITCHENER-WATERLOO ART GALLERY

Job Opportunity: 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. As a member of the Gallery's management leadership team, the Director shares responsibility for organizational effectiveness and long-term operational and artistic excellence.

This position is responsible for managing key staff and overseeing the programming areas listed below, while continuing to develop the vision and direction of the programs in quality, quantity, and scope to successfully engage our diverse publics. This role requires multitasking capabilities, a commitment to operating in a team environment and entails a high level of interaction with curatorial, visitor services, education and program staff and external stakeholders and guest speakers. This is a four day a week (28 hours) salaried position, reporting to the Executive Director.

Key programming areas within this department are:

- Public 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

Responsibilities

- Ensure that staff in the department understand how their work relates to KWAG's mission and goals
- Deepen 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 strategic planning process as a member of the senior management team, and share responsibility for achieving the strategic plan
- Direct vision and strategic development of Public Programs and Education Department
- Manage key staff, artist educators and volunteers
- 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 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
- Maintain a current knowledge of national public programs, management practices and comparative contemporary museum practices
- Develop and maintain professional networks in the field
- Establish relationships with other cultural organizations

Skills & Requirements

- Degree specializing in arts, with a focus on the visual arts and multidisciplinary arts
- In-depth knowledge of contemporary art, art history and current approaches to interpretation and learning in gallery/museum settings
- Minimum 5 years related experience, at least 3 of which are in a management role
- Knowledge of Ontario curriculum and familiarity with 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 before May 24th, 2019 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.