

# KITCHENER-WATERLOO ART GALLERY

## Education Coordinator

### Profile

The Education Coordinator is a self-motivated and energetic professional responsible for overseeing the Gallery's education programs and specialized activities that are aligned with KWAG's mission, vision and values. The Education 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.

As a member of the Public Programs team, the Education Coordinator will develop, deliver and evaluate the education programs offered by the Gallery. In addition, the Education Coordinator is responsible for developing and delivering specialized programs to diverse audiences such as youth, seniors and persons with disabilities.

### Reports to

Director of Public Programs

Part-time position (28 hours per week); annual salary is \$30,430. This is a temporary maternity leave contract position effective until 28 February, 2023.

### Duties and Responsibilities

- Working with the Director of Public Programs, develops and delivers a robust roster of education programs and specialized activities offered at the Gallery including PD Days and Summer Art Camps
- Oversees the administration of education programs and specialized activities including scheduling and booking
- Works closely with the education budget to monitor subsidies and invoicing for local school boards
- Maintains contact lists and database for all programs and tour bookings
- Responsible for curriculum development of education program for grades JK-12
- Responsible for delivery of on-site, off-site and virtual education programs
- Schedules Artist Educators for program delivery
- Measures and evaluates education programs with emphasis on data analysis
- Oversees and mentors co-op students and student interns
- Develops and delivers professional development workshops and resources for educators
- Ensures that website is current with all education program information
- Responsible for coordinating the annual student exhibition, *Expressions*, including oversight of the delivery and installation of student artwork
- Facilitates the Gallery's Youth Council and specialized programs for youth, seniors and persons with disabilities

- Works collaboratively with the Public Programs team to develop new initiatives
- Maintain effective working relationships with colleagues, Artist Educators, volunteers and public
- Other duties as assigned

### Preferred Qualifications

- Bachelor's degree or equivalent in related field; combination of background in education and visual arts required
- Knowledge of current education field and practices including knowledge of the Ontario curriculum and school system
- Experience developing arts education programs to support learning related to contemporary art
- Teaching experience in formal and informal environments with a wide range of age groups and diverse audiences
- Proven ability to design programming for remote delivery including virtual workshops and tours
- Experience developing specialized programs including youth programs, seniors programs and programs for persons with disabilities
- Excellent record keeping skills, attention to detail and organizational skills
- Excellent interpersonal communication and customer service skills
- Understanding in communicating and engaging with culturally diverse communities
- 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
- Takes ownership of work, is proactive, and demonstrates initiative
- Knowledge of the arts industry

### 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

Please send a resume and cover letter by **Monday 23 May** 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](mailto:smitchell@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.