

Outreach Coordinator (Contract)

The Kitchener-Waterloo Art Gallery invites applications for the position of Outreach Coordinator. This position is a key to the Gallery's goal of bringing visitors back to the Gallery and increasing revenues in the aftermath of the COVID-19 pandemic.

As the Gallery is embarking on membership and corporate sponsorship drives to ensure future sustainability of our operations, one area of revenue focus is the use and rental of the Community Access Space for various corporate, business and community groups. We seek a part-time Outreach Coordinator for the purpose of reaching out to corporate businesses as well as our culturally diverse communities. The goal is to increase use of the Community Access Space in the renovated lobby area for rental events, professional development workshops, and community activities or events.

Our ideal candidate is an outgoing, people-oriented and motivated person with a passion for community building. The position demands excellent presentation skills in public settings. We are looking for someone with a vision and a proactive approach to engaging specific sectors of the community to participate in three specific areas – corporate space rental, community access to space, and professional development workshops.

Reports To

Executive Director, while working collaboratively with the Director of Public Programs, Visitor Services and Development Officer.

This is a part-time position (14 hours per week); annual salary is \$15,260. This position will be hired for a one-year contractual term.

Duties and Responsibilities

- Develop and implement a business plan to increase rentals and access to the Community Access Space
- Produce text for brochures to advertise the Community Access Space and professional development programs
- Coordinate professional development activities related to team-building, art and wellness, and creative thinking in collaboration with the Department of Public Programs
- Research community and corporate groups for presentation possibilities

- Conduct external relations in the corporate sector and community
- Raise awareness of KWAG and build organizational reach to new demographics
- Research outside cultural activities to look for opportunities for new connections
- Identify publics, especially those that may be marginalized or excluded from the mainstream art world, and facilitate useful and appropriate outreach initiatives accordingly

Qualifications

- Excellent interpersonal and relationship-building skills
- Excellent organizational and time management skills
- Ability to work independently, demonstrate initiative and adhere to deadlines with minimal supervision
- Excellent writing skills
- Cooperative and open team member

Please send a resume and cover letter by **Friday 8 July 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

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.