



Approved By:	<i>Jaimie Isaac</i>
Date Approved:	<i>May 2022</i>
Reviewed:	

Job Title	<i>Public Programs Coordinator</i>
Reports To	<i>Curator of Engagement</i>
Work Setting	<i>Part-time, 28 hours per week</i>
Remuneration	<i>Union Position CUPE Local 410, Pay Grade 6, \$27.71 per hour (under review)</i>

Position Summary

The primary responsibility of this position is to engage with AGGV communities by creating and delivering public programs that reflect the mission and principles of the Curatorial and Education Departments and the AGGV as a whole. The Public Programs Coordinator is also responsible for the coordination of exhibition interpretation and programming in collaboration with the curators as well as creating and contributing to additional educational resources.

This position requires a strong grounding in learning and engagement initiatives that focus on audience engagement through facilitated and self-directed experiences. The Public Programs Coordinator must be highly organized and have significant experience delivering public programs and recruiting and supervising volunteers.

Responsibilities

Public Programming and Interpretation – 50%

- Create and deliver onsite, online, and offsite public programming (i.e.: workshops, community conversations, symposia, etc.), for a range of audiences, age groups, and interests.
- Develop exhibition interpretation and other educational activities in collaboration with curatorial and learning colleagues.
- Coordinate, supervise, and schedule programs, contract staff and volunteers.
- In collaboration with the curator of engagement, develop, and monitor budgets and workplans.
- In collaboration with curators and learning colleagues develop and create educational resources for visitors, schools, families, and special interest groups.
- Assess programs to assure ongoing fulfillment of the strategic direction of the institution.
- Provide and verify information on programs for promotional vehicles including the Gallery Guide, web, and social media.

Public Programming and Interpretation – 50% (continued):

- In coordination with curatorial administrator report on statistical information about programs.
- Coordinate and maintain documentation of programs.
- Initiate and facilitate meetings with Gallery and guest curators, educators, , installation and other staff as needed to develop and support the interpretive direction of exhibitions.
- Contribute to the production of didactic and interactive material for exhibitions by developing interpretive plans with curators and liaising with staff and contract writers, and content developers.
- Communicate content and themes of exhibitions and other programs to colleagues across the Gallery.
- Research exhibition content by liaising with curators and performing independent research as needed.
- Collaborate with other learning colleagues, curators, visitor services, and collections staff in cross-departmental collaborations to develop and create guided and self-directed learning resources for multi-generational audiences and special interest groups.

Learning and Community Outreach – 50%

- The Coordinator will be responsible for maintaining outreach activities and community partnerships with a goal to sustain and build new audiences.
- Liaise with community groups to promote access to collections and exhibitions.
- Develop relationships with colleagues, community partners, and other relevant institutions at local, national, and international levels.
- Remain current with latest theories, trends, and innovative ideas in art education and public programming.
- Collaborate with learning colleagues to research, design, and implement tours that reach diverse audiences and engage in current issues.
- Book community knowledge keepers and community members to deliver talks and tours related to exhibitions.

Other related duties as assigned.

Communications & Reporting

Internal

- Reports directly to the Curator of Engagement.
- Maintains liaison with other members of the Gallery staff and fulfills the requirements as a member of a team that includes all the Departments of the Gallery.

External

- Community members and partners.

Qualifications, Experience & Education

- Master's degree in Education or related field or a combination of education and/or work experience.
- Sound knowledge of learning theories and teaching methodologies relevant to contemporary art and museum practices.
- Demonstrated ability to express challenging ideas and concepts effectively in oral and written format.
- Background in visual arts, and/or art history.
- Responsive to diverse communities, including ability to identify and understand intersecting issues related to age, gender, gender identity, sexual orientation, disability, race, ethnicity, religion and Indigenous culture, histories, and contemporary issues.
- Teaching and curriculum design experience an asset.
- Significant experience delivering public programs and recruiting and supervising volunteers.
- Excellent communication and leadership skills.
- Excellent time management and project coordination skills.
- Demonstrated teamwork skills and a desire to work as part of a team comprised of staff and volunteers.
- Strong research and writing skills.
- A working knowledge of Microsoft Office (Excel, Word, and Outlook)
- Experience with layout design, website, and social media is an asset.
- Experience delivering programs on virtual platforms and knowledge of virtual engagement strategies for public audiences.

Working Conditions

- Some evening and weekend work will be required.
- A valid driver's license is required; individual's own car is an asset.
- This is an in-person position based in Victoria, BC.