



<b>Approved By:</b>	Nancy Noble
<b>Date Approved:</b>	December 2022
<b>Reviewed:</b>	

<b>Job Title</b>	<i>Director of Learning and Engagement</i>
<b>Reports To</b>	<i>Director/CEO</i>
<b>Work Setting</b>	<i>Full time 35 hours/week. On occasion additional hours are required.</i>

### **Position Summary**

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The Director of Learning and Engagement is a member of the Art Gallery of Greater Victoria (AGGV)'s senior management team and reports to the Director/CEO. The Director assists in setting and delivering the AGGV's vision and strategic goals.

Responsible for the planning, development and implementation of public engagement initiatives within and outside the Gallery including learning and interpretive initiatives, educational objectives and audience development goals. The Director is a key liaison between the Gallery and other arts, cultural, education, non-profit and governmental organizations and is responsible for connecting art to audiences through innovative programs.

### **Responsibilities**

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#### ***Engagement and Program Development 60%***

- Develops and leads the delivery of a comprehensive engagement strategy for the delivery of public programs that provides learning opportunities for adults, youth, families and children including programs for schools.
- Works closely with the Chief Curator and other curatorial staff to develop and deliver public programming related to the Gallery's exhibition program and collections.
- Demonstrates initiative in finding new modes of engagement and best practices that expand the Gallery's reach and meets its mission and vision.
- Leads a team to partner with other organizations across the community to develop innovative programs that build new audiences with a focus on increases the diversity of people who participate.
- Builds linkages with other networks in and outside of the arts and cultural community including but not limited to health care, seniors, community organizations and others to deliver arts-related programming.
- Maintains and grows professional relationships at the local, national and international level to consider trends in the field and their impact on AGGV programming.
- Defines and tracks success metrics for all programs and initiatives and reports to appropriate constituents ensuring program evaluation is embedded in the planning and engagement continues to be relevant to the communities the Gallery serves.

## **Responsibilities (continued)**

### ***Leadership 25%***

- Participates, as part of the senior leadership team, in setting the annual business plan and budget for the organization based on strategic direction from the Board.
- Supports the Director/CEO through participation at Board meetings and Board Committee meetings.
- Takes the lead on organization-wide community engagement activities.
- Following the strategic plan and annual business plan, sets clear, results oriented departmental goals with realistic and measurable outcomes and is accountable for meeting the goals.
- In conjunction with the senior leadership teams, sets and then manages the budget for the department as well as any special project budgets.
- Serves as an advocate in the community for the importance of the role of the Gallery in lifelong learning and the importance of visual-arts programming for diverse audiences.
- Represents the Gallery at public functions, attends opening and other events including speaking engagements.
- Supports the fundraising and development team in securing grants, sponsorships and other types of support for programming.

### ***Human Resources 10%***

- Manages a team of staff, contractors, interns and others working in educational, interpretive, public and studio programs and events.
- Oversees and participates in recruitment of staff as required, following the Collective Agreement and human resource procedures of the Gallery.
- Trains, delegates, evaluates and supervises staff, providing leadership to foster the best performance of the employees and fostering a positive work environment.

### ***Administration 5%***

- Works collaboratively with the Director/CEO and other members of the management team to ensure key initiatives, assignments and requests for information are produced and responded to in a timely manner, and that they meet the needs, standards and strategic objectives of the Gallery.
- Attend Board and other Board Committee meetings as required.
- Key contact for the Gallery Associates and other volunteers involved in the delivery of AGGV programming.

## **Communications & Reporting Structure**

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### **Internal**

- Reports to the Director/CEO
- Is a member of the Senior Management team
- Liaises with all Department Managers
- Liaises with the AGGV Board
- Works closely with Chief Curator and curatorial staff
- Supervises the Educator, School and Family Programs; Public Programs Coordinator; Outreach and Events Coordinator; and Studio and Tours Coordinator.
- With Chief Curator, shares supervision of Curatorial and Program Administrator.
- Also supervises contract staff including artists, educators and others.

## External

- Develops relationships and liaises with artists, curators, educators, scholars, community organizations and other relevant colleagues.
- Main point person for the Gallery Associates and any other Gallery volunteers who deliver programs.
- Communicates with the media as appropriate.
- Takes a leadership role on behalf of the AGGV in public relations regarding programs and engagement including forging links with other professional provincially, nationally and internationally.

## **Qualifications, Experience & Education**

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- MFA or MA in art history, art education, curatorial studies, museum studies, visual art or other relevant discipline.
- A comprehensive knowledge of art and cultural history and a minimum of 7 years of experience in program development and delivery through traditional education models, interactive learning and innovative media technologies to diverse audiences in a museum or gallery setting.
- Knowledge of current art practice, issues and scholarship.
- Significant experience in collaborating with others in the development and delivery of a variety of programs in the arts/cultural milieu.
- Strong interpersonal and communication skills including the ability to collaborate effectively with a wide range of audiences including staff, volunteers, educators, funders, sponsors, members the public and other constituencies.
- Demonstrated experience managing a department including excellent administrative, budgetary, supervisory and organizational skills.
- Demonstrated commitment to the values of diversity, inclusion and public-centered engagement strategies.

## **Working Conditions**

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- Ability to work after hours and on weekends, as needed.
- Ability to travel for work, as required.