



<b>Approved By:</b>	<i>Nancy Noble</i>
<b>Date Approved:</b>	<i>December 2021</i>
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<b>Job Title</b>	<i>Studio Coordinator</i>
<b>Reports To</b>	<i>Curator of Engagement</i>
<b>Work Setting</b>	<i>Part-time, up to 24 hours per month</i>
<b>Remuneration</b>	<i>\$22.65 per hour. This is a unionized position - CUPE Local 410, pay grade 3.</i>

#### **Key Responsibility**

To assist the Curatorial and Education department in the design and administration of the Studio program.

#### **Duties and Responsibilities**

- Develop studio program for each semester including finding, scheduling, and overseeing instructors;
- Work with the instructors and Curator of Engagement to ensure that the Studio program's creative direction is in keeping with the AGGV's vision and mandate;
- Make initial contact with instructors to confirm interest and availability;
- Prepare hire details for submission to the Director of Finance & Administration for drafting of instructor hire letters, and work with the Curator of Engagement to formalize new hires;
- Write, edit, and proof communications related to Studio programming, including working with the AGGV Marketing Specialist to coordinate marketing and promotion;
- Coordinate with the AGGV Visitor Experience Supervisor regarding registration;
- Communicate with Studio families/learners regarding class changes/cancellations;
- Order studio supplies as needed, working within the assigned budget;
- Ensure classes/camps are evaluated at the end of each session;
- Coordinate annual Studio Art Exhibition;
- Participate in cross-institutional processes as appropriate and as assigned by your Supervisor.

These are representative duties and responsibilities, which are not all encompassing and may change from time to time.

#### **Communications & Reporting**

##### INTERNAL

- Reports to Curator of Engagement.
- Maintains liaison with other members of the staff and volunteers as required.

##### EXTERNAL

- Develops relationships and liaises with community members, artists, educators, community organizations and other relevant colleagues.

#### **Qualifications, Experience & Education**

- Background in visual arts and/or education
- Teaching and curriculum design experience
- Excellent communication skills
- Excellent time management and organizational skills
- Ability to work independently and with others
- Ability to perform some duties working from home, with own computer, smart phone and internet access.

#### **Working Conditions**

- Clear criminal record check required.