



POSITION: Coordinator, Education

SUPERVISOR: Manager, Education

CLASSIFICATION: Support

The Art Gallery of Hamilton, the largest independent public art gallery in Ontario, is looking for a Coordinator, Education. The successful candidate will be responsible for providing administrative, teaching and development support for the Gallery's educational programs and other programming activities. The Education Coordinator will work closely with the Manager, Education and the Gallery's professional artist-instructors, as well as with Gallery staff, to help develop, implement, and evaluate programs for schools, children and families, youth, and adults.

This is 19-month contract to cover a maternity leave vacancy. The role is full-time (35 hours per week) including evening, weekend, and holiday work.

Responsibilities:

Administration

- Manage all Camp and Studio Classes registrations:
 - Responding to all inquiries (phone, email, in-person, etc.).
 - Data entry and data management of registrants.
 - Communication with registrants.
- Book all tours:
 - Responding to all inquiries (phone, email, in-person, etc.).
 - Data entry and data management of bookings.
 - Communication with clients.
 - Coordinate with finance for invoicing.
 - Ensure docent coverage for all tours.
- Ensure that the studio and other programming facilities are kept in good and usable condition.
- Ensure that all necessary materials for programs are acquired and in a cost-effective manner.
- Maintain Art Site and interpretive materials in all galleries.
- Track program revenues and other budget items as directed.

Teaching

- Lead art-making and tour-based programs as required.
- Support Manager, Education in the education and training for Studio Staff and docents.
- Oversee daily operations of the camp program including; teaching, managing drop off/pickups/breaks, emergencies, discipline, etc.

Program Development

- Develop and design interpretive resources in support of AGH exhibitions (activity kits, touch boards, etc.)
- Research exhibitions and AGH collection to support programs.
- Support the Senior Manager, Education in developing tour content and materials.
- Ongoing research about the AGH Collection and exhibitions, educational theory and practice, accessibility and disability strategies and curriculum.
- Ongoing program evaluation.

Specific Programs:

- Studio and Lifestyle programs for Adults.
- Studio programs for schools and teachers in conjunction with Manager, Education.

Leadership

- Recruit, train, supervise and schedule all high school volunteers.
- Assist Senior Manager, Education in training and recruiting staff and AGH Volunteers.
- Participate in the articulation of the vision, strategies and priorities of all educational activities.
- Communicate information to all staff including docents, studio staff, front desk.

Requirements

- Post-secondary degree or diploma in Fine Art, Museum Education, or a related discipline.
- Minimum 2 years' experience teaching combined with demonstrated administrative experience.
- Experience in studio art practice and art-making strategies an asset.
- Experience working with children ages 6-15 and leading staff and/or volunteers.
- Exceptional leadership, critical thinking and problem solving skills.
- Superior verbal communication, interpersonal, and teamwork skills.
- Self-starter able to work independently and without supervision.
- The ability to take initiative and manage deadlines and a diverse set of responsibilities.
- Outstanding customer service skills.
- Excellent organizational, communications, and group management skills.
- Proficiency with the Microsoft Office suite, and previous database experience.

Interested applicants can email a cover letter, with salary expectations, and complete resume to hr@artgalleryofhamilton.com prior to the application deadline of Tuesday, February 13th, 2018. We encourage applications from all qualified individuals; however, only those under consideration will be contacted

As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. The Art Gallery of Hamilton is committed to providing accommodations throughout the recruitment process. If you require accommodation, please notify us and we will work with you to meet your needs.