



POSITION: Coordinator, Onsite Learning

CLASSIFICATION: Support – 1 year contract

Situated on the traditional territories of the Erie, Neutral, Huron-Wendat, Haudenosaunee and Mississaugas, the Art Gallery of Hamilton is one of Canada’s longest-running arts organizations and has grown, changed and developed along with the many communities it serves. The AGH is a complex and deeply enriched public space and publicly owned asset. It is a space for unique and restorative engagements, unique opportunities for dialogue and learning, and unique intersection of communities. The Gallery delivers exhibitions accompanied by a range of programs and activities geared to encourage access, promote education, and inspire discussion among increasingly diverse audiences both in the immediate region and beyond. The mission of the Programs and Learning team is to amplify and explore these potentials through three core philosophies; outreach, interpretation and well-being.

We are proud of the work we are engaged in and recognize that the work continues. We are organizationally committed to improving equity both within our institution and across our sector. We encourage applicants from all equity-seeking communities to apply, with priority given to Black, Indigenous, and people of colour, recognizing that both lived and learned experiences will inform the success of this role.

The Programs and Learning department is looking for a Coordinator, Onsite Learning to join the team.

The Coordinator, Onsite Learning will provide operational support for the Gallery’s on-site education programs including school groups, hands-on classes, corporate and group experiences, and children’s classes. This role will be responsible for managing registration processes including inquiries, calendar and data management as well as the scheduling and onsite supervision of docents and artist instructors. Additionally, the Coordinator, Onsite Learning will facilitate tours and programs 1-2 days per week or as required.

We are seeking an organized and process-oriented individual who can work independently and as a key member of a busy team. The ideal candidate will have experience or education in visual art, cultural or studio work combined with administrative experience in the non-profit or cultural sector. They will have strong communication, interpersonal and organizational skills, and be comfortable engaging with a variety of stakeholders both in-person and digitally. Experience with Salesforce CRM is an asset.

The role is full-time (35 hours per week), working a flexible work week, predominantly Monday to Friday with occasional evening and weekends as required. This is a 1-year contract position, with competitive benefits and vacation. Salary range for this role is \$38,000 - \$42,000.

Interested applicants can email a cover letter, with salary expectations, and complete resume to hr@artgalleryofhamilton.com prior to the application deadline of October 8th 2024. 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.