

Education Coordinator: Children's and Family Programs

Job Summary:

Under the supervision of the Executive Director, the Education Coordinator: Children's and Family Programs assumes a lead role in researching, planning, developing, promoting, implementing, and overseeing programs related to on-going exhibitions, children's and family programs, school tour programs, and community events.

Salary: \$35,000

Primary Duties and Responsibilities:

- Develop, execute, oversee and evaluate all children's and family related programs including
 - Family Sundays
 - Wittle Warhols
 - Art Lab Studio Space
 - Spring Break Art Camps
 - Summer Art Camps (Art Adventures)
 - Teen Fridays program
 - Vision impaired tours
- Develop, execute and oversee community events including Fat Cat children's festival, Downtown Light Up, Asian Heritage Month, Culture Days, Siya Festival etc.
- Recruit, train and supervise programming staff including YCW summer students and YCW intern
- Recruit, train, and supervise all programming related volunteers including docents, student volunteers, and special event volunteers
- Prepare journal materials for the Public Programming department 3X annually
- Develop new systems and criteria to evaluate the effectiveness of education and public programs offered by the department

Shared Duties and Responsibilities:

- Develop, promote, oversee, and evaluate the Gallery's school tour program with a focus on developing exhibition and BC curriculum relevant content and activities that engage students and meet the needs of educators
- Deliver large-scale community events including Family Day and Canada Day
- Identify and liaise with local community organizations, partners, artists, educators and individuals to develop program opportunities and further the Gallery's community engagement initiatives
- Write annual grants for summer students and internships (Canada Summer Jobs, Young Canada Works, and YMCA Summer Work Student Exchange). Collaborate with the Executive Director on operational grants as requested.
- Oversee the Education department's annual budget
- Coordinate targeted promotional content and activities in collaboration with the Gallery's Marketing Coordinator and Graphic Designer.
- Manage inventory of materials and supplies for studio programs and school programs, and monitor the condition of studio facilities.

Positions Supervised:

- Part-time public programming assistants (2)
- Full-time summer students (2)
- Full-time intern with Young Canada Works – 7 months (1)
- Volunteer docents (up to 25)
- Student volunteers (up to 15)

Working Conditions:

This is a full-time position based on a 35-hour week. Flexible hours will be dictated by the needs of the department and dependent upon public programs and exhibition schedules, events, exhibition opening receptions, publications, conferences, grant deadlines and other related duties. A driver's license is required.

Skills Required:

- Thorough knowledge of visual arts and the ability to research, prepare, and present educational information which is accessible to a range of ages and levels of experience.
- Excellent interpersonal skills including the ability to motivate and supervise staff and volunteers, work as part of a staff team as well as represent the Kelowna Art Gallery to the public.
- An understanding of BC's current provincial curriculum standards.
- Experience grant writing and preparing reports on statistical information.
- Excellent written and verbal communication skills.
- Excellent organizational and project management skills.
- Excellent multitasking and problem-solving skills.
- Strong administrative skills with attention to accuracy.
- Intermediate computer skills including experience using Microsoft Office (Word, Excel, PowerPoint), Zoom, iMovie, camera equipment, and additional creative production software as required

Minimum Qualifications:

- Bachelor's degree in education, art history, visual arts, or related discipline.
- Preferred 3-5 years of related experience in a gallery setting, including experience in public program and interpretive program development, supervision, staffing and budget development, project management and team leadership. An equivalent combination of education and experience will be considered.

Please email a resume and cover letter to hr@kelownaartgallery.com by April 29, 2021.

The Kelowna Art Gallery is an equal opportunity employer and encourages applications from self-identified members of underserved communities as well as visible and invisible minority groups. We thank all who express interest in this position, however, only those selected for an interview will be contacted. No phone calls please. This job posting will close when the position is filled.

