

Education Coordinator

Updated: 11/2021

Reports to: Senior Curator

Summary:

The Education Coordinator will plan, organize, execute, and supervise all matters regarding education programs and outreach initiatives at the gallery.

Scope of Responsibility and Accountability:

- Overseeing all internally generated and external outreach programs, in-person and online; liaise with instructors, artists and partners as needed.
- Coordinate, organize, school program bookings.
- Schedule Educators for school programs and outreach programs.
- Collaborate on the development and delivery of March Break, PA Day, and Summer Camp programs with AGB programming staff.
- Lead training for Educators and Instructors.
- Work with marketing staff to promote workshops, lectures, courses and special events.
- Supervise volunteers, interns, and co-ops as required.
- Coordinate all finances, contracts, budgeting and invoices for in-gallery programs and school bookings.
- Oversee program registration, room bookings, and calendars.

Key Deliverables:

- Implement the 7-month educational programming plan for the AGB

Qualifications:

The ideal candidate is an ambitious, innovative, and collaborative thinker, organized, and well versed in contemporary art and craft practices. A strong knowledge in studio production, community programming and project management is necessary for the position. Must possess solid writing skills, be detail-oriented, and able multitask on overlapping projects. Previous teaching experience, and experience working with school programs is an asset. First Aid/CPR-C certification is required, or the candidate must be willing to acquire it.



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In addition:

- Minimum college degree in a related field or 2-years of working experience in arts or gallery education.
- Previous experience in a non-profit and/or public environment, teaching visual arts, and/or working with Ontario schools is an asset. Relevant alternative experience will be a selection consideration.
- Full-Time Contract, 35 hours per week, some evenings and weekends required, \$20/hr

How to Apply:

Please submit a resume that clearly indicates your relevant work experiences and a cover letter that describes your interest in the position at the AGB and qualifications in one pdf. Send to jobs@agb.life with the Subject Line: Education Coordinator by December 6, 2021, 4:30 pm.

We are targeting a December 16, 2021, start date for this position with contract completion July 31, 2022.

About the Art Gallery of Burlington:

The Art Gallery of Burlington (AGB) is a public art gallery devoted to supporting contemporary art, craft, and related thought. The AGB is the home of and partner to Arts Burlington, our region's largest association of artistic producers.

We are a gathering place for experiences, ideas, and conversations. We commit to this by producing exhibitions and publications that offer critical engagement with contemporary art. We create programming initiatives that push the boundaries of traditional arts education by supporting artists, youth, and the wider community in their personal, professional, and artistic development, and by leading in the study and preservation of contemporary Canadian ceramics.

The Art Gallery of Burlington is located in Burlington, Ontario, Canada, at the head of Lake Ontario, within the Dish with One Spoon Wampum Belt Covenant and the Treaty Lands and Territory of the Mississaugas of the Credit First Nation.

The AGB is an equal opportunity employer, provides benefits, pension plans, and encourages applications from the Government of Canada's job equity groups.