

LEARNING COORDINATOR

REPORTS TO: Head of Learning

POSITION TYPE: Full-time, 35 hours per week, permanent position. Workdays are typically Monday to Friday; with a requirement for evening and weekends to support program delivery.

COMPENSATION: \$46,000 annually, with comprehensive health and dental benefits package, eligibility to participate in OMERS pension plan, free onsite parking

LOCATION: Onsite at the AGB

WHY JOIN THE ART GALLERY OF BURLINGTON?

At the Art Gallery of Burlington (AGB), we believe learning and creativity go hand-in-hand. Our Learning team connects audiences of all ages and abilities with art, craft, and ideas that inspire curiosity, creativity, and lifelong engagement.

We're seeking a Learning Coordinator—a detail-oriented, organized, and resourceful professional who thrives in collaborative environments. Reporting to the Head of Learning, you'll play a vital role in ensuring our learning programs run smoothly by handling the behind-the-scenes administration, logistics, and communications that make meaningful experiences possible.

ABOUT THE ROLE: Learning Coordinator

This is an essential support role within the Learning team. You'll be responsible for coordinating schedules, registrations, communications, and program logistics for both online and in-person programming. From managing school visits and course registrations to preparing program materials and ensuring instructors have what they need, you'll keep projects on track and help the Head of Learning deliver innovative, accessible programming to our community.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Program Administration & Coordination

- Provide administrative and logistical support to the Head of Learning across all programs.
- Supervise year-round camp programs including PA Days, March Break, Summer Camps, and Winter Holiday Camps.
- Manage program registrations, calendars, and room bookings.
- Prepare and circulate contracts, schedules, and program materials.
- Track program expenses and assist with budget monitoring and reporting.
- Collect and compile program evaluations and feedback.

School & Public Program Support

- Coordinate logistics for school visits, group tours, camps, and workshops.
- Liaise with teachers, schools, and participants to schedule and promote programs.

- Assist with the setup and facilitation of online webinars, courses, and workshops.
- Oversee volunteer educators supporting tours and school programs.
- Communicate with artist-educators to coordinate coverage for school programs, family programs, and tours.

Communications & Outreach

- Serve as the first point of contact for program inquiries with timely, professional responses.
- Work with the Communications team to provide accurate program details for promotional materials.
- Assist with reports, grants, and partnership documentation by compiling relevant data and content.

Equity, Diversity & Inclusion

- Ensure all programs are welcoming and accessible, reflecting AGB's commitment to equity, diversity, and inclusion.
- Support accommodations for participants as required.

ADDITIONAL RESPONSIBILITIES:

- Support and actively contribute to the AGB's mission, values, and organizational goals.
- Represent the AGB with professionalism and integrity, both internally and externally.
- Champion the AGB's commitment to Equity, Diversity, and Inclusion by ensuring all audiences and stakeholders feel welcomed and represented.
- Take on additional duties as assigned in support of programming success and organizational priorities.

WHAT WE'RE LOOKING FOR:

Skills & Attributes

- Highly organized and detail-oriented, with strong multitasking skills.
- Strong written and verbal communication abilities.
- Familiarity with administrative tasks including scheduling, data reporting, and budgeting
- Proactive, solutions-focused, and collaborative.
- Strong ability to connect with children and youth.
- Comfortable working both independently and as part of a team.
- A commitment to equity, diversity, and inclusion in arts education.

Qualifications & Experience

- Minimum 2 years of administrative or coordination experience, ideally in an educational, cultural, or non-profit setting.
- Post-secondary education in arts administration, education, cultural management, or a related field (or equivalent combination of training/experience).
- Proficiency with Microsoft Office; experience with CRM/registration systems is an asset.
- Familiarity with Ontario's K-12 curriculum is an asset.
- First Aid/CPR-C certification (or willingness to obtain).

WORKING ENVIROMENT:

- Work is primarily onsite in offices, classrooms, and gallery spaces.
- Evenings and weekends may be required depending on programming schedules.
- Involves light physical activity such as moving supplies or setting up program spaces.

HOW TO APPLY (POSITION OPEN UNTIL FILLED)

To apply, please submit the following as **one PDF** document:

- A resume that clearly outlines your relevant work experience.
- A cover letter describing your interest in the position at the AGB and your qualifications.

Email your application to jobs@agb.life with the subject line: [Title of Position Applied For] – [Your Last Name]

Please note: We kindly ask that you do not call or visit in person regarding this opportunity. We thank all applicants for their interest. Only those selected for an interview will be contacted. Interviews will be scheduled at mutually agreeable times to ensure that no candidate experiences undue hardship during the process.

ABOUT THE ART GALLERY OF BURLINGTON:

As a charitable non-profit cultural and educational organization, we focus on the exhibition, collection, conservation, and research of Canadian ceramics and the production of inclusive programs that foster awareness of contemporary art, craft, and related thought. As a gathering place for experiences, ideas, and learning, we commit to delivering programs that engage critically with contemporary art and craft practices. Our learning opportunities push the boundaries of traditional arts education and support artists, youth, and the broader community in their personal, professional, and artistic development. Boasting the world's most extensive collection of contemporary Canadian ceramics, we lead Canadian clay production's study, preservation, and circulation. As a hub of creative activity, our studios are open to artists and makers at all levels of skill and achievement.

The Art Gallery of Burlington is located on the ancestral territory of many Indigenous Nations including the Anishinaabeg, Haudenosaunee, and Métis peoples. The territory is mutually covered by the Dish with One Spoon Wampum Belt Covenant, an agreement between the Iroquois Confederacy, the Ojibway, and other allied Nations to peaceably share and care for the resources around the Great Lakes. We acknowledge that the land upon which we gather, to create and learn, is part of the Treaty Lands and Territory of the Mississaugas of the Credit.

The AGB is committed to fostering an organizational culture embodying an equitable, diverse, and inclusive environment where every one of its board directors, staff, volunteers, and members feel respected and valued regardless of gender, age, race, ethnicity, national origin, sexual orientation or identity, disability, education, or any other bias. We welcome applications from interested and qualified candidates who represent our diverse community, including those from ethnic and Indigenous communities and from across the spectrum of sexual orientation and gender identity, as well as persons with disabilities. Please let us know if you require accommodation at any stage of the process.

1333 Lakeshore Road Burlington, ON L7S 1A9
www.agb.life
[@artgallburl](https://www.instagram.com/artgallburl)