

Job Posting

EDUCATION COORDINATOR

Employment: Full-time (35 hours per week)
Supervisor: Director
Closing Date: August 25th, Open until filled

The Opportunity

The Thunder Bay Art Gallery is seeking an organized and creative individual to facilitate our Education Program. In the Education Coordinator role, you will organize visual art classes and camps for children as well as artist-led workshops for adults, overseeing the planning, marketing, registration and the hiring and supervision of instructors. You will take a lead role in the Gallery's well-established Tour/Workshop Program which provides which provides art experiences to school groups, community groups, post-secondary students, youth and seniors, as well as the general public. Often a hands-on art making workshop is provided in conjunction with the tour. This position offers an excellent opportunity to build meaningful experience in the field of visual art education.

Primary Areas of Responsibility

1. Provide public tours and visual art workshops for visitors of various ages and abilities which engage them with exhibitions of regional art, the work of contemporary Indigenous artists, and national travelling exhibitions.
2. Oversee the School Tour/Workshop Program, providing curriculum-based tour activities and art making workshops for students in Grades 2-12.
3. Liaise with teachers, principals, and school board representatives to build awareness of the program and ensure its success.
4. Organize children and youth art classes, March Break Camp, PA Days, and Summer Art Camps, including hiring supervising art instructors providing classes and camps.
5. Plan a program of artist-led adult workshops which relate to current exhibitions or reflect identified interests, and recruit instructors to lead the workshops.
6. Collaborate with the Communications & Marketing Coordinator to ensure the visual art learning opportunities are well promoted through all media channels.
7. Manage, in conjunction with other staff, tour bookings and the registration process for art classes and workshops.

8. Build on the Gallery's Virtual Field Trip Program by creating Tour/Workshop videos to be shared online with area schools.
9. Find opportunities, in collaboration with the Communications & Marketing Coordinator, to share educational assets through social media and on the Gallery's website through dedicated education webpages for schools, community groups and families.

Essential Skills

As the Education Coordinator, you will:

- Draw from a practical knowledge of visual arts mediums and practices in facilitating the various aspects of the Education Program;
- Use prior experience in lesson planning and teaching to create engaging programs and assist instructors in the creation of their own programs;
- Lead tours and art making workshops for groups of different ages and abilities, adapting the approach to the art experience as required.
- Communicate orally and in writing with program participants, educators, and others in a clear and appropriate manner.
- Apply knowledge of social media, and communication platforms such as Zoom to connect with audiences.

Qualifications

- A university degree in visual art, art education, or art history.
- Minimum 2 years experience teaching and/or leading various age groups in an art education context.
- Familiarity with Microsoft Office, Google Workspace, Adobe Creative Suite and video editing software such as iMovie would be an asset.
- Experience working at a public art gallery would be a definite asset.

Thunder Bay Art Gallery and the Community

As the largest public art gallery in Northwestern Ontario, Thunder Bay Art Gallery has a mandate to exhibit and collect contemporary Indigenous art and the work of emerging and established regional artists. Each year, the Gallery hosts about 20 exhibitions, including solo and group shows, relevant touring exhibitions and exhibitions highlighting works from our permanent collection. The Art Gallery enriches the cultural life of Thunder Bay (population 110,000), through its programs and partnerships.

How to Apply

Submit a cover letter and resume by email to:

administration@theag.ca

Thunder Bay Art Gallery
PO Box 10193
Thunder Bay, ON, P7B 6T7

Thunder Bay Art Gallery is committed to employment equity and to fostering a positive and diverse workforce that reflects the community. We welcome applications from individuals of all backgrounds. Through our exhibition mandate, we work with Indigenous communities. We value Indigenous perspectives in the workplace and encourage Indigenous candidates to apply. We thank all applicants for their interest; however, only those selected for an interview will be contacted.