



**Position: Learning and Engagement Coordinator (Part-time)**

**Reporting to:** Director of Learning and Engagement

**Salary:** \$25 - 28/hr, benefit plan available

**Hours:** Permanent. Part time. 22.5 hours per week

**Closing Date:** January 17, 2025

**The Opportunity**

The Learning and Engagement Coordinator shares Nanaimo Art Gallery's values of relevance, relationships, innovation and openness. A passionate educator and community builder, they will develop vibrant experiences for exploring and engaging with contemporary art. With our goal of strengthening community connections in mind, the Learning and Engagement Coordinator is encouraged to work with their manager to shape the position, drawing on their interests and experiences. You will encourage sharing and learning through our exhibitions, educational programming opportunities and community outreach.

**About Nanaimo Art Gallery**

Located on the lands of the Snuneymuxw, in the heart of downtown Nanaimo, Nanaimo Art Gallery is an dynamic public art gallery that inspires and engages its communities through art. We honour the Snuneymuxw people and the territory on which the Gallery operates, carrying ourselves with *qwum qwum uy'shqwalawun*: operating in the spirit of "good heart, good mind."

With this intention, Nanaimo Art Gallery's values are:

- Relevance: our work is grounded in community and place
- Relationships: we believe in building, nurturing and sustaining relationships
- Innovation: we are at the forefront of creativity with quality programs and exhibitions
- Openness: we are a welcoming organization for all

**The Position**

**Profile of the Candidate**

You are a creative, passionate and dedicated individual who is excited at the opportunity to contribute to a growing organization. Drawing on your experiences, you will expand the reach of our programs in the community. With the Gallery's annual inquiries in mind, you will encourage sharing and learning through our exhibitions, educational programming opportunities and community outreach.

### **Specific Duties and Responsibilities**

Reporting to the Director of Learning & Engagement and working closely with the Learning and Engagement team and colleagues throughout the Gallery, responsibilities will include, but may not be limited to:

- Designing, developing and facilitating engaging and accessible public programs for diverse audiences, including classes, camps, and learning opportunities for children, teens, adults and families
- Developing and facilitating tours, school programs, and outreach activities for all ages
- Collaborating with exhibiting and community artists
- Planning, promoting and managing Art Lab Sunday
- Building and nurturing relationships and partnerships within the community
- Supporting the supervision of casual programming staff, summer students and volunteers
- Assisting with funding applications and related reporting for programming initiatives
- Working with the Marketing Coordinator to promote programs
- Other related duties as required

### **Requirements** (Qualifications, Knowledge, Education and Skills)

- Bachelors or Masters degree in Art Education or a related field (i.e. visual art, art history, museum studies, etc.), or a combination of education and experience will be considered
- 2-4 years programming experience in art gallery/museum education
- Experience in the design, development and facilitation of educational programs
- Demonstrated commitment to diversity, inclusion and accessibility
- Community minded and skilled at building and maintaining relationships with individuals and community partners
- Creative and innovative
- Passion for art, culture and community engagement
- Proactive and self-motivated
- Desire to contribute to and collaborate with a creative team
- Confident and clear communicator with exceptional interpersonal and written and verbal communication skills
- Ability to think critically, employ sound judgment, evaluate situations and engage appropriate parties at varying levels to arrive at solutions.
- Ability to successfully organize, prioritize and complete multiple planned and unplanned projects
- Proficiency in common communication tools (MS Office, Google Suite, Zoom, etc.)
- Valid driver's license
- Ability to move folding tables, chairs, and other heavy equipment

### **To Apply**

Please submit a letter of interest, detailed resume and 3 references by email to [aisha@nanaimoartgallery.ca](mailto:aisha@nanaimoartgallery.ca) with the subject heading "Learning & Engagement Facilitator Search".

Closing date for applications is January 17, 2025. Only those selected for an interview will be contacted.

Nanaimo Art Gallery hires on the basis of merit and is strongly committed to equity and diversity within its community.

The Gallery strives to be a safe space where all voices are heard and valued and work towards accessibility, anti-racism, 2SLGBTQIA+ inclusion and encourages diversity in our staff team, We encourage applications from visible minority group members, women, Indigenous persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities.