

# Gallery Programming Coordinator

**Employment Type:** part-time, 25 hours/week

**Location:** on-premises, weekdays and weekends as needed

**Compensation:** \$22.00 - \$25.00 an hour

***Interviews will begin immediately, and will continue until position is filled.***

The Durham Art Gallery seeks a creative, passionate, and knowledgeable Gallery Programming Coordinator (GPC) to work with our small team in the organizational operations and development of contemporary art, education, and community programming. Leveraging industry knowledge, relationships and hands-on experience, the GPC will contribute to all aspects of the gallery operations and programming.

Reporting to the Executive Director, the GPC is responsible for the day-to-day gallery operations as well as fostering relationships with DAG members, community organizations, local schools, volunteers, sponsors, and donors. The ideal candidate will bring experience in contemporary art exhibition planning and creative educational program development.

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## GPC Duties and Responsibilities

### Operations

- Day-to-day operations and maintenance of gallery.
- Offer docent tours and talks about exhibitions to gallery visitors.
- Work with the Executive Director on the preparation of invoices and payments.
- Research and assist with grant applications to support the activities of the gallery.
- Maintain and foster correspondence and communication with the public and membership.

### Exhibitions

- Assist with coordination of exhibitions with artists, including exhibition agreements, exhibition dates, receptions, educational programming, and all logistics associated with the exhibition.
- Assist with curation and installation of exhibitions.
- Coordinate exhibition programming with community partners, educational opportunities, and sponsors.
- Organize receipt and return/shipment of exhibition materials.

### Education & Programming

- Develop and facilitate education programming for school groups and the general public.
- Develop relationships and work with local elementary and secondary schools to host gallery visits and/or artist visits to schools in alignment with current exhibitions and school curriculum.
- Create/oversee the writing, design, and printing of educational materials.
- Coordinate and facilitate summer arts programming for kids.

### Outreach/Marketing

- Coordinate the creation of exhibition promotional materials. This includes the writing, design, any required printing and distribution of invitations, posters, didactics, and educational materials.
- Maintain and develop membership database.

- Work with the fundraising committee to coordinate exhibition programming with fundraising opportunities.
- Co-coordinate promotion and development of programming through newsletter, social media, and website.
- Support the senior management team in fundraising in support of the exhibition and project programs.
- Identify and plan outreach opportunities at local events and with community partners.
- Activate/engage with community members at outreach events.

### **Supervision**

- Assist with the recruitment, training, and orientation for DAG volunteers.
- Prepare educational materials for DAG volunteers.
- Assist with organization and logistics for events and exhibition receptions.
- Cultivate and develop and foster positive and respectful relationships with local organizations, communities, partners, sponsors, and stakeholders.

### **Working Conditions**

- Normal work week is 20 hours, with the requirement to work evenings and weekends as needed.
- This position includes periods of seated work as well as the physical installation of exhibition elements and gallery preparation (wall patching, painting, lifting, lighting). Tours of the exhibitions and leading educational experiences is also involved.

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## **APPLICANT QUALIFICATIONS**

- Work experience in a gallery setting or post-secondary education in Fine Arts, Art History, Museum and Curatorial Studies, Arts Management, considered an asset. Education in other specializations or equivalent work experience will also be considered.
- Passion, enthusiasm, and commitment to contemporary arts, culture, and community partnerships with the desire to work in a creative and inclusive environment.
- High level of digital literacy for the development and maintenance of gallery digital interfaces, including promotional tools, communication, and membership databases.
- Experience working with diverse and/or vulnerable populations.
- Experience overseeing logistics, scheduling, marketing and promotion, and funding of not-for-profit visual art gallery.
- Experience and knowledge of technical and aesthetic dimensions of exhibition installation.
- Knowledge of proper physical handling of works of art of diverse media.
- Marketing and promotional experience, including social media considered an asset.
- Experience with fundraising, including applications for project and operating grants and patron cultivation and management considered an asset.

## **APPLICANT SKILLS**

- Self-motivated, with an ability to work independently and/or with a team, as required.
- Highly organized with proven time-management and problem-solving skills.
- Excellent oral, written, editing and communication skills.
- High level of professionalism, diplomacy, and tact.
- Demonstrated commitment to equity, diversity, and inclusion.
- Ability to multi-task and balance competing deadlines.
- Active curiosity in research, ideas generation and program delivery
- Capacity to think creatively, analytically, and conceptually.

**Interested applicants are invited to submit a resume and a brief cover letter with the subject line ‘Gallery Programming Coordinator’ to [jennifer@durhamartgallery.com](mailto:jennifer@durhamartgallery.com)**

*Accommodations are available for the recruitment process. Should accommodations be required, applicants must make their needs known in advance.*

*The Durham Art Gallery is a non-profit, public, contemporary art gallery with a 40-year history in the West Grey region. Our mandate is to inspire, educate and delight people of all ages through access to a wide range of contemporary art. The DAG is committed to fostering diversity, equity, inclusion, and community. We recognize the intrinsic value of diverse perspectives and lived experiences, and we endeavor to foster an inclusive and supportive work environment free of discrimination. As such, we hope to attract and develop talented employees with a variety of identities and backgrounds to better reflect the growing diversity of our region.*

*All applicants are thanked for their interest. Only those selected for an interview will receive a response.*

*Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason.*