



Learning + Engagement Coordinator

Full-time, 35 hours/week, Contract Position, October 2022 – September 2024

Salary: \$42,000-\$45,000

Application deadline: September 12, 2022

Start date: October 2022

Job description

The Robert McLaughlin Gallery (RMG) was alive with education and learning activities including a full schedule of school visits, sold out art classes and workshops, and sought after camps before the onset of the COVID-19 pandemic. As society begins to open up, we are looking for someone to join our Learning + Engagement Team (L+E Team) that can help us navigate our hybrid future as we ramp up our programming capacity, transition to delivering it both in-person and virtually, and introduce a new way of operating our learning and engagement team to promote flexibility and adaptability.

The Robert McLaughlin Gallery (RMG) is seeking an engaging and dynamic Learning + Engagement Coordinator to support the RMG. At the RMG you can broaden and enrich young audiences' experiences, inspiring hearts and minds with a lifelong love of the possibilities within the arts.

The Learning + Engagement Coordinator reports to the Learning + Engagement Lead. They collaborate regularly with other departments and team members, particularly the Curatorial and Front of House teams. This position supervises freelance educators, artist educators, and summer staff.

Responsibilities

This role will develop programming delivered both onsite and online focused on our permanent collection. Adapting our existing offer for schools with this renewed focus, you will produce a suite of learning activities for each artist within the Painters 11 group, the core of our collection, accessed through our digital collections and a 360 tour, or in our onsite exhibitions. The program adaptation will provide 11 thematic teacher-led, gallery-led, and studio based activities based on the work of the Painters 11. Pilots of these programs will provide free access to underserved schools.

Program Development

- Research, develop, deliver, and evaluate a suite of learning and engagement programs based on the Painters 11 collection that can be delivered onsite and online for schools and other learning groups in collaboration with the L+E Team
- Develop and deliver school programs for temporary exhibitions

- Deliver in-gallery teaching for half- and full- day school group programs
- Planning and conducting research, meetings, and consultations with teachers and advisors on program development
- Develop and create digital content to be shared online and accessed by users during periods of closure or when people are unable to visit the gallery in-person for any reason
- Use of a variety of gallery interpretation techniques that foster critical thinking including 21st Century Learning
- Research and support equity initiatives with the RMG's organizational plan including working with diverse voices in developing content
- Research best practice in the sector and participating in professional development opportunities when available

Booking + Studio Coordination

- Coordinate all school group visits, including online booking inquiries, confirmations, scheduling, payment, and follow up
- Assist with group bookings for adult groups, birthday parties, and community groups
- Oversee smooth operation of the studios including overall organization of space, maintenance of materials and equipment
- Acquiring and preparing materials for visual arts-based educational programs
- Organize and manage artist facilitators and educators for outreach and off-site programs
- Assist with accessibility requirements for programming, including audio descriptions, large format texts, and organizing additional supports such as ASL and interpretation
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Evaluation

- Develop evaluation tools based on current RMG practice to assess quantitative and qualitative outcomes of activities
- Evaluating programs upon completion, providing methods of improvement and feedback to be used for program development
- Design and adapt activities based on ability and age to ensure programs are inclusive
- Track statistics, testimonials, and feedback to facilitate program evaluations

Administration

- Participate in programming and scheduling meetings with other staff
- Adhere to RMG Health and Safety policies and other RMG policies
- Assist with day to day operations of the department
- Other duties as required

Qualifications

Necessary Skills + Attributes:

- Experience in education, art instruction, arts administration, or related fields
- Demonstrated experience developing, supporting or executing a range of school and/or public programs and learning opportunities
- Demonstrated experience in community engagement and development of education programs that are relevant to today's audiences

- Knowledge of current trends in art, related cultural practices, and engagement strategies
- Knowledge of art-making techniques using a variety of media
- Experience as a visual artist and/or art instructor
- Understanding of the educational landscape with the ability to assess current and future demand for arts programs
- Demonstrated ability to work with participants of all ages and backgrounds
- Exceptional written and verbal communication skills both one-on-one and with large groups
- Knowledge of office administration including proficiency with Microsoft Office and database software
- Creative thinker with a mind for organizing details
- A meaningful understanding and genuine commitment to diversity, inclusion, anti-racism, and equity
- Strong administration, project management, research, and organizational skills
- Ability to prioritize and meet deadline
- Experience working with community to develop programming
- Ability to work flexibly and collaboratively with the others
- An understanding of confidentiality, professional demeanor, and diplomatic approach
- Strong communication and leadership skills
- A proven ability to work independently as well as in a team

Bonus Skills + Attributes:

- Experience working in a gallery setting with modern and contemporary Canadian art
- Experience working with children of all abilities
- Experience working in an education/learning environment
- Experience working in a gallery or arts collective setting
- Experience working with school boards or teachers directly
- Formal training as a teacher or early childhood educator
- Working with institutionally excluded audiences
- Knowledge of and experience working with youth and community groups
- Knowledge of ICT programs and creative mobile applications
- Experience with event management
- Fluency in French or other multilingual skills an asset

Preferred and required after commencing position:

- Police Vulnerable Sector Check (cost covered by RMG)

Who We Are + How We Work

The RMG believes that art cultivates connected and caring communities. As an artist-centered and community-oriented public art gallery in Durham Region, we bring people from diverse backgrounds together to engage with art that inspires new perspectives, generates meaningful conversations, and creates a sense of belonging.

We build relationships with diverse artists and communities through art. The RMG works in collaboration with artists, partners, and audiences to present dynamic and inspiring collections, exhibitions, and programs in an inclusive and equitable environment.

Values are at the core of how we work. The RMG is guided by the following values:

- Culture of Care
- Artist-centered and Creative
- Equity and Justice
- Relationship-based and Collaborative
- Accessible and Inclusive
- Accountable and Open

We encourage anyone applying to ensure our values have alignment with your own.

RMG Team Values and Culture

Accountability

We are accountable to ourselves, to each other, and to our community. We take responsibility for our actions, and understand that we all make mistakes and misjudgments. When we do, we own up to them, take responsibility, and if we need to, identify how we can learn from them.

Kindness

We approach everything and everyone with kindness, and always think the best of one another. We spend a great deal of time together, and coming to everything with kindness, and a sense of wanting to support each other in our learning and growth is paramount.

Care

We care for ourselves, for each other, for artists, and for our community. The RMG values self-care and encourages everyone to take care of their mental, emotional, and physical health. Our collective well-being is vital.

Openness

We value transparency across the organization. If there is something you want to share, ask someone about, or a conflict you want to address – bring it forward for discussion.

Each of these – accountability, kindness, care, and openness – underpin our efforts to collaborate and achieve our strategic priorities. They build trust and respect to ensure we have a workplace where everyone can bring their whole selves, that encourages fun and humour, and supports its people as much as possible.

Working Conditions

The Robert McLaughlin Gallery is an equal opportunity employer and encourages applications from qualified candidates from visible and invisible minority group members, women, Indigenous persons, persons with disabilities, persons across the spectrum of sexual orientation and gender identities and others with the skills and knowledge to productively engage with diverse communities. We are

committed to hiring on merit and to removing barriers in employment policies. Should you require accommodation during the interview process, please let us know and we will work you to meet your needs.

This position is slated to be onsite, pending public health guidelines. The RMG follows all guidelines from the Province of Ontario and public health. We prioritize the health, safety, and wellness of all staff. Please note this position requires the candidate to work from the museum, sometimes working with the public, to fulfill a number of duties. The candidate must also feel comfortable working in co-operation with students, community collaborators, Museum members, and stakeholders in accordance with Education and studio needs at the Gardiner.

This position is funded by the Ontario Trillium Foundation.

To apply please forward your cover letter and resume to info@rmg.on.ca in a single PDF document by September 12, 2022. Please note that we will only reply to candidates selected for consideration and interview.

Thank you for your interest in joining us at the RMG.