

Robert McLaughlin Gallery

Position Title: Community Engagement and Outreach Coordinator

Reports to: Development Lead

Direct Reports: None (0)

Status: Full-time, On-Site/Hybrid

Community Engagement and Outreach Coordinator

The Robert McLaughlin Gallery is entering a period of strategic renewal focused on financial sustainability, organizational capacity-building, and renewed public value as essential civic cultural infrastructure in Durham Region. As the Gallery strengthens partnerships, expands community presence, and diversifies revenue streams, it seeks a Community Engagement and Outreach Coordinator who brings strong organizational skills, collaborative energy, and a commitment to reciprocal community engagement.

Reporting to the Development Lead, the Community Engagement and Outreach Coordinator supports the planning and delivery of all Gallery events and outreach initiatives, including RMG-led programs, partner activities, and venue rentals. The role works closely with the Visitor Engagement and Front of House teams to ensure events are well-prepared, welcoming, and professionally delivered, contributing to the Gallery's reputation as a trusted civic space.

This is a hands-on role requiring both planning and onsite coordination. The Coordinator prepares spaces for events, supports the setup of furniture and equipment, manages basic audiovisual systems, and ensures all logistical elements are in place for successful delivery. The role also serves as the Gallery's ambassador to community events, educational institutions, and civic gatherings, representing RMG programs and partnerships.

Key Responsibilities

Event Coordination and Venue Rentals

- Coordinate all RMG-led, partner, and rental events from planning through onsite delivery, working closely with the Development Lead and Visitor Engagement team.
- Prepare event spaces, including furniture setup, basic audiovisual equipment operation, signage, and accessibility considerations.
- Serve as the primary point of contact for all event coordination and event development, including Gallery-led programs, partner events, private rentals, and weddings.

- Coordinate staffing plans with Operation Manager to align Visitor Engagement Assistants, security, and operations staff.
- Liaise with caterers, performers, partners, photographers, and other contractors, ensuring contracts, schedules, and event requirements are fulfilled.
- Support event documentation and photography coordination, and maintain event records.
- Assist with venue rental processes, including client meetings, scheduling, contracts, and follow-up communication.

Community Outreach and Ambassadorial Work

- Represent the Gallery at community events, municipal activities, and educational institution partnerships to strengthen relationships and visibility.
- Support outreach initiatives that connect artists and audiences, including off-site events and collaborative programming.
- Assist in maintaining reciprocal partnerships with community organizations aligned with the Gallery's values.
- Host general exhibition tours.

Development Support

- Assist the Development Lead with membership development, donor events, sponsorship activities, and fundraising initiatives.
- Support planning and implementation of donor cultivation events and community partnership activities.
- Assist with data entry, event tracking, and CRM (Keela) updates related to outreach and membership activities.
- Other tasks assigned by the Development Lead to achieve department and gallery goals.

Operational Coordination

- Maintain event calendars, schedules, and run-of-show documents.
- Ensure health and safety, accessibility, and licensing requirements are met for events.
- Provide occasional backup support to Front of House operations during busy periods or major events.

Qualifications

- Diploma or degree in arts administration, event management, communications, or a related field, or equivalent professional experience.
- Minimum three years of experience coordinating events.

- Experience with outreach, or community programming in arts, culture, nonprofit, or public-facing organizations.
- Demonstrated ability to manage multiple projects and timelines simultaneously.
- Experience working with venue rentals, event logistics, or community partnerships is an asset.
- Comfort with physical event setup, including moving furniture and preparing spaces.
- Familiarity with basic audiovisual equipment such as projectors, microphones, and speakers.
- Experience with CRM systems (Keela), scheduling tools (Asana), and Microsoft Office.
- Strong customer service skills and comfort working evenings and weekends as required for events.

Professional Competencies

- Strong organizational discipline and attention to detail.
- Warm and professional communication skills with artists, clients, partners, and visitors.
- Ability to work collaboratively across teams
- Ability to remain calm under pressure during live events and apply sound judgment to resolve issues quickly and professionally.
- Commitment to equity, accessibility, and reciprocal community engagement in cultural work.
- Reliability, initiative, and a practical problem-solving mindset.

Salary and Benefits:

This is a full-time position at 35 hours/week, with a salary range of \$42,000-\$45,000/year. Three weeks of vacation and a health benefits package are also offered.

Work Condition Note: This is an on-site position at The Robert McLaughlin Gallery in Oshawa. The position's schedule is responsive to the needs of the relationships and events they manage; however, the organization offers two flexible remote workdays per week; Tuesdays in-office are required to facilitate team cohesion. Occasional evening and weekend work is required for donor events, community activities, and venue rentals.

This role includes hands-on event preparation and coordination, including moving and setting up furniture and basic event technology such as projectors, microphones, and speakers. The position may require lifting items up to approximately 15 lbs. and involves extended periods of standing, walking, and active problem-solving during live events. The



role also involves regular interaction with the public, Board members, artists, and municipal partners.

Equity and Access

The Robert McLaughlin Gallery is committed to equity, accessibility, and reconciliation in our workplace and programs. We welcome applications from equity-seeking groups, including Indigenous, Black, and racialized persons, persons with disabilities, and 2SLGBTQ+ individuals, and from all who reflect the diversity of Oshawa and Durham Region. We are committed to identifying and removing barriers to participation wherever possible. The Gallery provides accommodations throughout the recruitment process and in employment in accordance with the Ontario Human Rights Code. Applicants requiring accommodation are invited to contact us in confidence.

To apply:

Please submit a CV and cover letter outlining your experience and suitability for the position to Alix Voz, CEO. Applications will be reviewed as they are received, and the posting will remain open until April 10.

Email subject line: “Community Engagement and Outreach Coordinator”

Email: accounting@rmg.on.ca