



Centre des arts visuels Visual Arts Centre

350 avenue Victoria, Montréal (QC) H3Z 2N4
info@centredesartsvisuels.ca
514-488-9558

Director of Educational Programmes

The Visual Arts Centre (VAC) is looking to hire a **Director of Educational Programmes**. Would you like to work in a thriving cultural centre? Contact us now! Apply to info@visualartscentre.ca by October 31, 2024, with your CV and cover letter. Start date November 25 or earlier.

About the Visual Arts Centre:

The Visual Arts Centre is comprised of the School of Art, the McClure Gallery, focused on contemporary art, and ARTreach, a community art outreach program. We have been part of Tiohtià:ke - Mooniyang - Montreal's artistic community for nearly 80 years

Position Summary:

The Director of Educational Programmes at the Visual Arts Centre is responsible for planning and implementing the arts education programmes for youth and adults at the School. Courses are offered by professional artists who are active in their practice and who provide the ideal conditions to allow students to discover or strengthen techniques in the medium of their choice — drawing, painting, watercolour, collage, textile, ceramic (hand-building and wheel throwing), jewellery and more. Courses range from introductory to increasingly advanced levels. Courses for ages 13 to 17 years old are geared to reflect teen interests in contemporary culture and to develop skills, self-expression, and creative thinking. For children 3-12, the VAC offers an exciting hands-on learning experience, introducing them to the joy of creating art.

Qualifications:

- 5 years of related experience in art education (or equivalent)
- Bachelor's degree or higher in a related field (art education, education, art history, arts management, etc.)
- Adaptability
- Strong written communication skills
- Interest in art, culture and community engagement
- Bilingualism is required (English and French, spoken and written)
- Autonomy and great ability to organize and prioritize tasks or projects

Conditions of Work:

- Full-time position
- 30 hours per week, flexible working hours, on-site primarily.
- Salary: \$27/hour

- This position reports to the Executive Director

Tasks:

- Develop a vision of the overall program and curriculum content
- Course development: includes field research, course creation, written descriptions, evaluating courses
- Hiring and supervising teachers, assistants and interns, evaluating work
- Administrative support: programming courses into the website
- Purchasing course materials and supporting teachers with the course lists
- Monitoring registration to ensure classes are running smoothly, cancelling courses if needed
- Occasional grant writing and fundraising support
- As with all roles at the Visual Arts Centre, support for special events such as the Bi-Annual Fundraiser, Open-House and Ceramic Sale
- Working closely with the Communications Director to develop a promotional plan for the School
- Support the Centre's team in its mandate, which occasionally includes flexibility and adaptability

Why choose the Visual Arts Centre?

- The Visual Arts Centre is an engaged community of members run by a small, dynamic team.
- We are located in Victoria Village, a vibrant and easily accessible neighborhood.
- The VAC offers an inclusive and supportive working environment.
- We offer staff flexible working hours and vacations, paid training, and the opportunity to take free courses at the Centre.
- The VAC has a history of promoting staff internally and offers mentorship.
- We believe in collective decision-making, and clear and deliberate communication (work email and person-to-person discussion rather than messaging applications)
- We value experimentation and thoughtful discussion over urgency and reactive decision-making.
- We are constantly working to create a better Arts Centre for all involved.

Employment Equity:

The Visual Arts Centre is aligned with the principles of Employment Equity which aims to correct systemic barriers to employment and promote the accommodation of designated groups in the workforce. Employment Equity

- Encourages the establishment of working conditions that are free of barriers
- Corrects the conditions of disadvantage in employment and
- Promotes the principle that Employment Equity requires special measures and the accommodation of differences for the four designated groups in Canada.

The four designated groups include women, Indigenous peoples, persons with disabilities and members of visible minorities, with the addition of a fifth group, members of the LGBTQ2+ community.

For more information on Employment Equity, please consult Employment and Social Development Canada, or contact us by email at info@visualartscentre.ca We encourage applicants who consider themselves members of the aforementioned designated group to self-identify in their application.