



Centre des arts visuels Visual Arts Centre

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Summer Day Camp and Outreach Program Coordinator

The Visual Arts Centre is looking to hire an **Outreach Program Coordinator**. 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 18 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 Outreach Program Coordinator at the Visual Arts Centre is responsible for planning and implementing the ARTreach program, which includes planning our summer camp. ARTreach is the Visual Arts Centre's free community outreach programme. Through a variety of projects, we reach out to and creatively engage with different populations in the broader community. Our goal is to reach those who might not otherwise have the opportunity to participate in visual arts education. We have been actively involved in community outreach projects for over twenty-five years. We work collaboratively with other educational institutions, community organizations, independent artists, and social workers, lending our expertise to projects that embrace art as a means of community and individual well-being and social change. Our programs are constantly evolving. The VAC Summer Camp is aimed at 6 to 12-year-old children. They delve into a wide range of artistic techniques; learn new skills and experiment with a variety of materials. At the VAC day camp, the morning is completely dedicated to an art class given by an art teacher, the afternoons are divided into time in the park or at the swimming pool, followed by a collaborative art workshop, with new projects every week.

Qualifications:

- 2-3 years of related experience in art education (or equivalent)
- DEC or higher in a related field (art education, education, art history, arts management, etc.)
- Adaptability
- Strong communication skills
- Interest in art, culture and community engagement
- Bilingualism is required (English and French, spoken and written)
- Experience in exhibition setup (an asset)

Conditions of Work:

- Part-time position
- Approximately 10 hours per week, flexible working hours, on-site primarily, with time-sheets
- Salary: \$24/hour
- This position reports to the Director of Educational Programmes

Tasks:

- Develop a vision of the overall program and camp content.
- Hire and supervise teachers, assistants and camp counsellors, and evaluate work.
- Write communications to parents on various aspects of the day camp.
- Coordinate and book camp activities with partners
- Administrative support: adding programs to the website
- Purchase and organize program materials and support teachers with course lists
- Creation of bids and monitoring of allocated budgets
- Coordination and communication with various partners
- Follow-up on registrations to ensure that camps and programs run smoothly.
- Setting up an annual youth exhibition (writing labels, intro texts, production of invitation cards, installation of works)
- Occasional grant-writing and fund-raising assistance.
- As with all functions at the Visual Arts Centre, support for special events such as the biennial fundraiser, open house and ceramic sale.
- Work closely with the Communications Director to develop a promotional plan for ARTreach and ensure that projects are documented.
- Support the Centre's team in its mandate, which sometimes requires 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 neighbourhood.
- 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.