

City of Kenora
Lake of the Woods Museum
ART CENTRE PROGRAMMER

Kenora is a City of choice, renowned as a sustainable, lifestyle community supported by a Municipality committed to excellence.

The employees of the City of Kenora deliver quality, cost-effective Municipal services. As a team of valued employees, taking pride and ownership in all that we do, we will exceed expectations. Under the supervision of the Lake of the Woods Museum Director, the Art Centre Programmer will be part of the dynamic Museum/Art Centre staff supporting the vision to create cultural spaces that engage, educate, and entertain community members and the visiting public.

Primary Responsibilities

- Plan, develop, implement or supervise all interpretive and educational programming, including tours, classes, workshops, residencies, camps, lectures, curriculum-based programming for schools and more.
- Manage budget, contracts, communication, collaborative partnerships, evaluation, supplies, equipment and record-keeping as related to educational programming.
- Research, write and oversee the production of programming materials and also provide research assistance to the public.
- Assist the Curator with exhibit mounting and dismantling.
- Coordinate the Volunteer Program which includes recruitment, interviewing, training and appreciation.
- Administer the facility rentals for both Art Centre and Museum.
- Share operational responsibilities that include reception, gift shop sales, receptions, events, marketing, rentals, and general office duties.
- Build and nurture relationships and partnerships with key agencies, communities, and individuals.

Qualifications

- Bachelor or Master's degree in related field such as Art History, Fine Arts, Cultural Management, Education, Museum Studies, etc. or equivalent experience working in an arts institution.
- Minimum of three (3) years programming experience in a cultural or arts education setting.
- Working knowledge and experience of professional gallery standards and a willingness and interest to remain current with emerging trends.
- Studio experience with various media.
- Effective classroom management skills for diverse groups and age levels.
- Experience in the practical operations of exhibit installation with knowledge of the correct methods of handling and moving art objects.
- Proven record demonstrating the ability to work independently but also as part of any number of creative teams to achieve short- and long-term goals and objectives.
- Ability to conduct accurate, in-depth research.
- Excellent oral and written communication skills.
- Excellent interpersonal skills, including an appreciation for the need for confidentiality, tact, and discretion and also a genuine interest, demonstrated skill and excitement in working with the public.
- Physical ability to perform the duties of the position.
- Innovative thinking skills with the ability to solve problems quickly and effectively.
- Ability to work weekends and occasional evenings.

Other Information:

Our staff members are good at what they do; it's part of what makes the Lake of the Woods Museum a multi-award winning institution and it is what will make the new Art Centre a wonderful cultural asset for Kenora. Our staff members are critical to our success. We offer a dynamic, innovative and challenging culture that encourages individual excellence and creative teamwork.

If you have a passion for art, and are looking for a positive and motivated workplace, we want to hear from you!

All applicants must be able to pass a City of Kenora pre-employment health evaluation and a criminal reference check. Qualified applicants must forward a completed City of Kenora Application form, which can be found at www.kenora.ca, along with a cover letter, and current resume no later than **12:00 p.m. Noon, March 22nd, 2019** to;

Human Resources | City of Kenora
1 Main St. S, Kenora, ON P9N 3X2
Fax: 807-467-2150 | Email: hr@kenora.ca

The City of Kenora is an Equal Opportunity Employer.

Please be advised, the City of Kenora may use email to communicate with their applicants for open job competitions.

Please provide an up-to-date email, which is checked regularly, with your application.

Personal information is collected under the authority of the Municipal Act, and is used solely for the purpose determination of eligibility for employment with the City of Kenora.

Only those that submit full documentation will be considered for an interview. The documentation submitted must provide concrete examples that illustrate how they meet the education and experience factors listed in the Qualifications.

We wish to thank all applicants but advise that only those selected for an interview will be further contacted. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.