

## PROGRAM COORDINATOR

**Reports to:** Director

**Terms:** Contract

35 hrs./week; 11 months

Anticipated Start Date: November, 2021.

**The Niagara Pumphouse Arts Centre** is the art hub that connects our community by providing art for all. Located on the banks of the Niagara River in a heritage building that formerly supplied water to Niagara-on-the-Lake (hence our name); the Niagara Pumphouse Arts Centre offers visual arts programs, exhibitions, and events. We give back to the community by providing access to the arts for those in need.

### PURPOSE

The Niagara Pumphouse Arts Centre is seeking a creative, motivated and flexible team member to bring their experience and enthusiasm to the position of Program Coordinator. This position is responsible for planning and implementation of the Niagara Pumphouse Arts Centre's year-round programs and outreach activities for children, youth and adults, family and the community.

### RESPONSIBILITIES

#### ***Program Coordination***

- Coordinate in-studio, plein-air and virtual classes/workshops/lectures/camps and outreach activities for children, youth and adults.
- Manage Program section of database and website.
- Develop and execute monthly community outreach programs and children's programming.
- Maintain art studio space including set up, cleaning, supplies and inventory.
- Train and supervise summer students and program support volunteers
- Monitor program registrations and provide monthly reports.
- Liaise with community visual arts organizations, artists and instructors.
- Other duties as assigned

#### ***Administration***

- Occasionally perform the role of receptionist, welcoming people in person and on the phone.
- Responsible for ensuring Policies and Procedures are adhered to and updating as needed

#### ***Exhibits Support***

- Coordinates Instructors' Show and Elementary School Art Show
- Assists with Members' Shows in Walker Room

## QUALIFICATIONS & REQUIREMENTS

- Post-secondary degree or diploma in field of fine arts, art history or related discipline or equivalent experience.
- A minimum of three years of experience in related work
- Visual arts experience (with variety of materials and familiarity with art studio supplies, tools and equipment)
- Art instruction and experience working with children
- Ability to establish priorities and to plan and monitor own work plan
- Excellent organizational skills and the ability to multitask in a busy environment.
- Superior verbal, written communication and interpersonal skills.
- Friendly, professional, and approachable demeanor.
- Creative, motivated and flexible.
- Strong computer skills including all MS Office applications
- Virtual platform familiarity (Zoom, YouTube, Vimeo)
- Video editing skills
- Vulnerable Sector Check and First Aid will be required
- Valid driver's license and on-going access to a working vehicle
- The ability to work flexible hours, including some weekends and evenings as part of the Niagara Pumphouse Arts Centre team.

If you are interested in this position, please submit your resume to:  
[office@niagarapumphouse.ca](mailto:office@niagarapumphouse.ca) by October 24, 2021.

Please note, only qualified candidates will be contacted for an interview. We thank all applicants for their interest.

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