



**VISUAL ARTS  
MISSISSAUGA**  
at RIVERWOOD

**Visual Arts Mississauga at Riverwood is seeking a full-time Program Coordinator!**

**Position:** Program Coordinator

**Date Posted:** August 11, 2023

**Application Deadline:** August 27, 2023

**Start Date:** September 6, 2023

**Salary:** \$40,000-45,000

**Region:** Region of Peel

**Organization's Field/Discipline:** The Arts

**Term:** full-time permanent

**Hours:** 37.5 hours per week, Monday-Friday

## **OUR MANDATE AND VISION**

Founded in 1977, Visual Arts Mississauga (VAM) strives to enrich community life by fostering an appreciation of the visual arts through education, exhibition and outreach. Our vision is an inspired and enriched community, engaged in a full spectrum of visual arts activities.

VAM is a not-for-profit charitable organization with a vibrant and important history of providing creative opportunities within the Greater Mississauga Area for over 40 years.

- VAM offers year-round instruction of over 250 classes and workshops for children, teens and adults in drawing, painting, ceramics, printmaking and more. We also offer a kids March Break Camp and Summer Camp.
- VAM is the home of **ArtReach**, a visual art educational outreach program which serves over 9000 school-age students and hundreds of community and corporate group members in and around the Mississauga area.
- VAM houses year-round meeting spaces for significant arts member groups and hosts art exhibitions, on and off-site throughout the year.

## **RESPONSIBILITIES**

Reporting to the Executive Director and in collaboration with the Program Development Manager, administrative staff and Art Instructors, The Program Coordinator will have knowledge of the arts and culture sector and a passion for art education. A self-motivated individual with strong organizational skills, the Coordinator has the ability to work independently and as part of a team and is comfortable working

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[www.visualartsmississauga.com](http://www.visualartsmississauga.com)



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with the public, dealing effectively with a variety of stakeholders, including internal staff, community partners and practicing artists. Responsibilities will include the following:

**Specific duties for ArtReach:**

- Assist the Program Development Manager (PDM) with administrative duties related to course planning, supply inventory, record keeping and reporting for all in-house, off-site and online educational programs;
- Liaise with schools and community groups, maintain and build relationships;
- Follow through on inquiries, from prospects to bookings and contracts
- Schedule instructors and volunteers for course, workshop, ArtReach/outreach programs;
- Prepare, edit children's program and ArtReach lesson plans and reference materials for instructors;
- Create and distribute monthly ArtReach workshop schedules for instructors based on their availability and program experience;
- Develop contingency plans for replacing instructors who are unable to fulfill commitments, and support artist instructors during facilitation of workshops when required;
- With staff, support the annual Children & Teen's Art Celebration;
- Develop a consistent marketing plan to promote and showcase ArtReach program through email marketing and social media channels.

**Specific duties for Camp:**

- Organize all aspects of March Break Camp (max. 90 campers for one week);
- Develop, implement and supervise Summer Camp programming with the Program Development Manager and the Summer Camp Coordinator;
- Work directly with VAM staff to recruit and select volunteers, co-op students and interns to ensure continued quality of service for all program offerings;
- Assist with the selection of qualified camp staff to ensure staffing needs are met, including training, safety, orientation, prep, and clean-up;
- Assist in the creation, planning, and overview of weekly projects and camp themes, ensuring projects cover a variety of mediums and skills for children 6 – 13 years old. Plan and book weekly special guests relating to each camp theme;
- Ensure that all supplies, materials and equipment inventories and storage are fulfilled for all camp programs;
- Ensure top-notch parent communication and customer service;
- Perform other duties as required.



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### **Qualifications and Attributes**

The ideal candidate will be professional, engaging, and versatile. They will be highly organized with the ability to communicate clearly and confidently and will possess a balance of hands-on experience in visual arts education and arts administration. In addition, the candidate will possess the following:

- University or college graduate in visual arts, arts administration, education or other related fields
- Knowledge of the elements and principles of design, a variety of visual art mediums and genres including drawing and painting and printmaking and art history.
- Experience working with community groups to identify their needs and adapting projects to meet these needs
- Proficiency in Microsoft Office and Outlook; strong proficiency in Excel
- Ability to multi-task, works well independently and with a team
- Ability to meet or exceed customer service standards
- Strong written and verbal communication skills
- Strong organizational skills, planning skills, and analytical skills
- Ability to tactfully negotiate with internal and external contacts
- Ability to provide a valid and current Vulnerable Sector Check
- High Five training and current first aid certification are considered valuable assets
- French language proficiency, knowledge of Procreate, and/or experience with Ozobots or similar technologies are considered an asset

### **How to Apply**

Please send resume and cover letter to [execdirector@visualartsmississauga.com](mailto:execdirector@visualartsmississauga.com) with the words “Program Coordinator” in the subject line. We thank all applicants in advance but only those selected for an interview will be contacted.