Museum London
Coordinator of Youth, Family and Outreach Programs

Position: Coordinator of Youth, Family, and Outreach Programs
Hours: 35 hours/week; including some evenings and weekends
Approximately September 5, 2022—September 8, 2023, Temporary 1-Year Contract
Compensation: $24.40 /hour + benefits

Museum London seeks an energetic, creative individual for the temporary year-long position of Coordinator, Youth, Family and Outreach Programs. Passionate about the role of Museums and a believer in the transformative power of art, history and culture, you will, under the direction of the Head of Exhibitions, Collections, and Programs and alongside senior staff, assist with the research, conceptualization, coordination and facilitation of a suite of creative programs for youth and families, both inside the Museum and beyond our walls. As part of a dedicated team, you will engage Museum London’s exhibition programs, which combines art and material culture, as a springboard for a year-long series of programs that ignite curiosity, imagination, critical thinking, hands-on learning, and play.

Committed to inclusion, equity and accessibility, you will work not only with staff and volunteers, but also with diverse community groups, institutional partners, and community members, to animate, interpret and create space for new and existing audiences to learn through art and history. Working with support from the team, the activities you help to develop and deliver balance the Museum’s need to generate revenue with a commitment to access.

On the banks of the Deshkan Ziibii / Thames River in the heart of downtown, Museum London sits on the traditional lands of the Anishinaabek, Haudenosaunee, Lúnaapéewak and Attawandaron and serves the diverse people of this region by providing a safe place of belonging where communities can discover exceptional art, rich history and new possibilities.

JOB DUTIES
- In dialogue with the team, assists with the conceptualization, coordination, facilitation, and evaluation of programs for youth and family audiences, including classes, camps, workshops, performances, and other forms of public engagement and interpretation, guided by the Museum’s vision and values, and using themes from exhibition programming as a point of inspiration.
- Works with Museum management and staff in the fostering of programming partnerships and collaborations with educational and cultural institutions and community organizations.
- Assists with the recruitment and administration of contracts for speakers, artist instructors, and other content providers.
- Aids in the tracking of the Museum’s youth and family public programming budget.
• Contributes to identifying and preparing materials for grants that support youth, family, and outreach programs, helping to identify sponsorship opportunities, and participates in reporting.
• Participates in Museum London teams and groups as required and collaborates and communicates across departments.
• Maintains awareness of current issues and trends related to public programming at museums and galleries.
• Monitors feedback and attendance statistics for youth, family and outreach programs.
• In conjunction with the relevant Museum staff, organizes space bookings and audio-visual requirements for youth, family and outreach programs, and assists with the purchase and care of supplies and art materials.
• Collaborates with marketing team to develop promotional material.
• Performs other related duties as required.

SKILLS
• Knowledge of art materials and processes and keen interest in learning.
• Outstanding communication and interpersonal skills, with the ability to work collaboratively as part of a team, and both give and receive feedback.
• Problem solving unexpected challenges and overcoming them with independent and creative decision-making.
• Time management and the ability to multi-task.
• Ability to work well with children, youth, and community members of all ages and backgrounds.
• Critical thinking, attention to detail, and organized.
• Proficiency with Microsoft Office Suite and practices related to office administration.
• Keen interest in local and regional art and history, Museum collections, and practices in art education.
• Experience in engaging community groups in creative programming.
• Experience in working with volunteers.

QUALIFICATIONS

Training and experience in art education, arts administration, studio art, art history, history, or other related disciplines; a minimum of two years programming experience for/with cultural institutions and/or community groups. The incumbent should have programming experience working with diverse youth and families, and a commitment to inclusion, anti-racism, and equity. Knowledge of current critical issues in engaging audiences through art and/or history. Must possess excellent written and oral communication skills. Must have a Police Vulnerable Sector Check (PVSC) that is less than 12 months old.

Museum London is strongly committed to employment equity and diversity. We welcome all applications from racialized persons/persons of colour including Indigenous peoples, persons with disabilities, persons of all sexual orientations and gender identities, and others who may contribute to the further diversification of ideas. Accommodations for candidates are available
on request for all aspects of the selection process. Our hiring process is in accordance with the Museum London Mandatory Proof of COVID-19 Vaccination Administrative Policy.

This is a twelve-month, full-time position, and is part of the CUPE bargaining unit. It is a thirty-five-hour work week with flexible hours reflective to weekly responsibilities. Pay scale is within Band 2 of the Collective Agreement.

Applications should be submitted in PDF format directly to careers@museumlondon.ca with the job title as the subject line. Include a cover letter explaining your interest and relevant experience as well as a CV. Those selected for an interview will be contacted.

We are grateful to all applicants for their interest in Museum London.

**Deadline to Apply: Monday, August 22, 2022 at 5:00 PM EST**

For more information about Museum London’s programs and services, visit museumlondon.ca

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