

DEPARTMENT:	Office of the CAO – New Media Gallery	STATUS:	Full Time
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	*35 Hours Per Week (non-standard)	SALARY:	\$58,877 to \$69,250 annually plus benefits (2021 rates)

The City of New Westminster has a new opportunity for a Program Coordinator at New Media Gallery in Anvil Centre. Through exhibitions, dialogue and programming of contemporary art + ideas, New Media Gallery seeks to explore the enigmatic and powerful role of technology in our lives. This position supports the planning, development, scheduling, coordination, promotion and implementation of new media art + technology programming for New Media Gallery and throughout the city.

Working out of NMG Lab, and reporting to the Director of New Media Gallery, you will work to plan, develop and present exceptional public and professional programs, courses, workshops and events, including the development of educational programs for all ages and backgrounds, which includes outreach across the City. You will become informed on each exhibition and develop exhibition tours and programs for schools. Duties include planning and developing collaborative activities with and for the community, artists and external partners. A strong collaborator and communicator, you will work with staff across the organization and the public and must be accurate, detail oriented and proficient with online scheduling software. You will be supervising Art + Technology Instructors and volunteers; establishing and maintaining liaisons with a variety of internal and external contacts; promoting, publicizing and monitoring interest and participation in program activities; developing and preparing program and instructor schedules, time sheets, and budgets, and assisting in the preparation of gallery budgets, reports and work plans. You will be asked to offer assistance in the preparation of exhibition technology on an occasional basis and other related work as directed.

If you have the following characteristics and qualifications, we want to hear from you!

- Bachelors degree in a specialized discipline relevant to contemporary art, media + design plus sound experience in arts program development or an equivalent combination of training and experience acceptable to the employer. Masters degree is an asset.
- Demonstrable and strong working experience with a range of technologies used in the production of contemporary art, media + design.
- Substantial working experience with contemporary art and/or design including multi-dimensional practices.
- Substantial art + technology programming or teaching experience including supervisory experience of teaching staff. The ability to determine age-appropriate teaching skills.
- Sound knowledge of the principles, practices, and objectives of programming and teaching in art galleries, schools and in the cultural sphere.
- A track record in planning, developing, scheduling, promoting, coordinating, implementing, and evaluating art + technology programs and teaching methodologies
- The ability to communicate effectively and accurately orally, visually and in writing and to teach visual communication skills.
- Thorough knowledge of formal and non-formal teaching methods, BC school curriculum and group leadership techniques.
- Experience engaging with and supporting the interests of marginalized and/or equity seeking communities and a proven track record of supporting awareness and public appreciation of these narratives.
- An awareness and appreciation of Indigenous rights and interests and some experience supporting the elevation and public appreciation of these narratives.
- Proven experience in recruiting, onboarding, training, and supervising staff and volunteers.
- A demonstrated ability to build positive relationships inside and outside the organization and promote and monitor public interest and participation in programs.
- Experience working with program management, registration and scheduling software such as Perfect Mind or CLASS.
- An ability to collaborate with other staff members in planning, organizing and coordinating events and programs.
- A strong public engagement ethic: the ability to maintain and encourage courtesy, accuracy and confidentiality despite busy environments.
- Skill and accuracy in preparing and maintaining budgets, records, reports and correspondence related to the work.
- Strong ability to bring projects, programs and copy in on schedule with a high degree of precision and accuracy.
- The ability to pass and maintain a satisfactory Police Information Check.

***The successful candidate is required to work non-standard hours including evenings, weekends, and/or statutory holidays.**

Apply by sending your **cover letter and resume in one document** quoting the competition number, by June 13, 2022 to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, e-mail to hr@newwestcity.ca using the following format in the subject line: **LAST NAME First Name #22-30**

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

*New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples.
'It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.
We are learning and building relationships with the people whose lands we are on.*

*We thank all applicants for their interest and advise that only those selected for an interview will be contacted.
This position is only open to those legally entitled to work in Canada.*