

Job Posting

Head of Education | Oakville Galleries

Terms:	Full-Time, Permanent
Salary Range:	\$50,000 - \$55,000 contingent on experience
Work Location:	On-site, Oakville, ON (some hybrid work possible)
Hours and Days:	35 hours per week, M-F (some evenings and weekends are required)

Oakville Galleries currently seeks an experienced Head of Education to join our team. Reporting to the Executive Director and working collaboratively as a member of the Management Team, the Head of Education is responsible for our educational programs for children, schools, youth, families and community groups. The Head of Education will work alongside the team of staff and volunteers, and various community partners and stakeholders to execute the Education Program. An Education Program package will be provided to the successful candidate for implementation.

The Head of Education will be responsible for developing and overseeing:

Camps Programs

- Develop, design and implement visual art and recreational learning programs for Summer Art Camp, Power Art PA Days and March Break Art Camp.
- Oversee day-to-day operations of camps, ensuring patron satisfaction and monitoring patron responses and evaluations.
- Create and update training manuals.

Public Programs and Events

- Develop and oversee Artist Talks, Exhibition Tours and other public discursive events.
- Develop, schedule, design and implement public programs on-site and off-site with partners, including Family Saturdays, Weekend Art Smarts, After School programs.
- Support events and fundraising efforts as needed.

School Programs

- Develop, design and implement School Art Programs both on-site and off-site.
- Oversee participating classes, ensuring school satisfaction and monitoring teacher responses and evaluations.
- Research and develop new program ideas responding to our exhibitions.

- Oversee program administration including database registration, teacher communications, and schedule school program bookings.

In this capacity, The Head of Education will also:

- Evaluate existing programs and research and develop new program ideas.
- Recruit, supervise, train and manage instructors for all programs.
- Develop communications material to promote all programs with the Marketing Team.
- Oversee program administration including database registration, patron communications, school and teacher databases, attendance and program schedules.
- Oversee financial and budgetary duties, including meeting agreed targets, managing work plans, and tracking income and expenses.
- Build and maintain partnership programs.
- Manage the gallery database systems and financial processes.
- Produce internal and external reports on education activities.
- Prepare, manage and order supplies for the Education Department.
- Write grants as needed and complete reports for funding and stakeholders.

Qualifications

The ideal candidate has:

- A university or college degree in recreation, education, or fine arts or related field. A Master's in Recreation, Education or a related field is considered an asset.
- Minimum 3 years of leadership experience in education and recreational programs or related experience.
- Minimum of 3 years experience in art instruction, particularly teaching children.
- Programming experience for various learning styles and age groups.
- Strong interpersonal, communication and relationship-management skills.
- A track record in budget tracking and reporting.
- Excellent computer skills, including event & donor management databases.
- Strong organizational skills to coordinate multiple activities.
- Good leadership, staff management and interpersonal skills.
- Class G Driver's Licence and access to a vehicle.
- Standard First Aid and CPR-C is required. Training may be provided.

How to Apply

Application deadline: Applications will be reviewed on an ongoing basis until July 31, 2024. Early applications are recommended. We invite you to submit your cover letter and resume in a single

PDF via email to employment@oakvillegalleries.com with the subject line “Oakville Galleries - Head of Education”

Oakville Galleries is committed to equity, welcomes diversity, and hires based on merit. All qualified individuals, including individuals who identify as BIPOC, 2SLGBTQIA+, people with disabilities, and others from historically marginalized groups, are encouraged to apply. Please state in your application any accommodations you may require.

About Oakville Galleries

Oakville Galleries is a contemporary art museum located 30 km west of Toronto. Housed in two spaces—one alongside downtown Oakville’s library, and the other in a lakeside mansion and park—Oakville Galleries is one of Canada’s leading art institutions, presenting the work of emerging and established artists from across Canada and around the world. Placing artists at the center of its vision, Oakville Galleries strives to be a nationally and internationally leading museum for the presentation of contemporary art, delivering excellent, innovative exhibitions and generating new, invigorating ideas. Our dynamic, diverse and forward-thinking program produces significant positive social impact.

Oakville Galleries is located on Treaty Lands and Territory of the Mississaugas of the Credit First Nation and the traditional territory of the Huron-Wendat and the Haudenosaunee. As an institution, Oakville Galleries recognizes the importance of establishing and maintaining meaningful and respectful relationships with the original inhabitants and keepers of the land, and we are grateful for the opportunity to operate on this territory.

Oakville Galleries in Gairloch Gardens

1306 Lakeshore Road East, Oakville

Oakville Galleries at Centennial Square

120 Navy Street, Oakville

For more information, visit oakvillegalleries.com