



VISUAL ARTS
MISSISSAUGA
at RIVERWOOD

Now Hiring: **Part-Time Outreach Program Coordinator**

Location: In-person

Hours: Part-time (18-22 hrs/week, Tuesday- Thursday)

About the Role

The Outreach Program Coordinator supports the planning and delivery of VAM's educational and community outreach programs, including ArtReach initiatives and art-workshops. This role is ideal for someone who is highly organized, collaborative, and passionate about arts education and community engagement.

Key Responsibilities

- Assist the Program Development Manager with administrative tasks related to outreach planning, scheduling, reporting, and record keeping
- Coordinate instructor and volunteer schedules for workshops and outreach programs
- Monitor inventory of art supplies and equipment and communicate to staff when supplies are low
- Prepare materials and studio spaces for educational and outreach programming
- Monitor and edit as required the catalogue of lesson plans and teaching resources for children's programs and ArtReach initiatives
- Respond to workshop inquiries and generate contracts for schools & community groups
- Develop contingency plans to address instructor absences or scheduling changes
- Support instructors during workshops as needed
- Assist in developing and improving internal processes, manuals, and documentation

Qualifications

- Strong organizational and customer service skills; approachable and collegial
- Experience in arts administration, education coordination, or community programming
- Excellent communication and interpersonal skills
- Adaptable and flexible with strong relationship-development and problem-solving skills
- Proficiency in Microsoft Office

- Interest in marketing and outreach initiatives promoting the benefits of visual arts

Additional Information:

- Visual Arts Mississauga (VAM) is committed to fostering an inclusive, equitable, and accessible environment where all individuals feel welcomed, respected, and valued. **We encourage applications from youth of diverse backgrounds, including those who identify as Indigenous, Black, racialized, persons with disabilities, 2SLGBTQ+, and individuals from equity-deserving communities.**

How to Apply: Interested candidates are invited to submit their **resume** and a **cover letter** outlining their qualifications and experience to **Nasrin Gilbert**, Executive Director at execdirector@visualartsmississauga.com

About Visual Arts Mississauga (VAM):

Founded in 1977, Visual Arts Mississauga (VAM) is a not-for-profit charitable organization and the City of Mississauga's largest fine arts organization. Our mission is to enrich community life by fostering an appreciation of the visual arts through education, exhibition, and engagement, while enhancing the vitality of the artistic community. For over 45 years, VAM has offered affordable and educational classes, workshops, art camps, and exhibitions that inspire creativity.

Visual Arts Mississauga at Riverwood

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