



## PROGRAM AND EXHIBITIONS SPECIALIST JOB POSTING

**JOB TITLE:** PROGRAMMING AND EXHIBITIONS SPECIALIST  
**REPORTS TO:** Executive Director  
**HOURS:** 35 hrs/week  
**SALARY:** \$37,391 plus benefits package  
**DEADLINE:** February 26, 2020

The Workers Arts and Heritage Centre's mandate is to bring together and celebrate all working people (paid and unpaid) through art, history and culture, enabling a stronger, more connected community. WAHC is located in the James Street North neighbourhood, in a designated heritage building, the Custom House, on the territory of the Haudenosaunee and Anishnaabee. WAHC is a community museum and multi-disciplinary arts centre - we program contemporary exhibitions, arts events and permanent exhibits as they relate to our mandate. We support contemporary professional artists with a focus on social practice and community engagement, and foster and promote arts that can be accessed by a wide range of audiences. Our organizational values include solidarity, equity and inclusion and dignity. More about WAHC at [wahc-museum.ca/our-story/about-us/](http://wahc-museum.ca/our-story/about-us/) or on [Twitter](#), [Instagram](#) and [Facebook](#).

We are currently seeking a **Programming and Exhibitions Specialist** to form part of the permanent core staff team. This position's primary role is multi-faceted: coordinating our Main Gallery exhibition schedule and related auxiliary programs; programming and managing our children and youth programs including the youth council; coordinating and developing Community Gallery exhibitions; working with artists, community and union partners to deliver programs; co-managing WAHC's social media presence and newsletter.

This position is a critical part of a small staff team, driving and supporting the work of the organization, in a shared office environment. As with most small arts organizations, this position will also be expected to contribute to shared responsibilities and a collaborative work environment.

This position is unionized with CUPE local 1281, and as such has excellent protection and benefits. WAHC offers a generous compensation package that includes health benefits, plenty of holiday time, sick time and lieu time and flexible work hours.

### Key Duties and Responsibilities

#### Development/Coordination of Programming:

- take the lead in developing, coordinating and implementing innovative and engaging multi-disciplinary programming for children, youth and adults, that is directly linked to the strategic plan priorities;
- work with artists to support the development of their artistic processes;
- work in partnership with unions and other groups;
- ensure that attendance targets are met and do pro-active outreach.



Promotion and Communications:

- attend events, conferences and conventions for the purpose of promoting WAHC and labour arts and programs as needed;
- provide written materials and articles for communication to union partners and the public;
- take the lead on and provide content for WAHC's website, social media, bi-weekly newsletter and annual report.

Administrative:

- provide progress updates as needed;
- support to ED and other staff in the research, development and writing of grants and reports to funders and donors;
- shared responsibilities for admin support;
- possible attendance at appropriate committee meetings;
- support report writing;
- assist and support with visitor services;
- help to manage volunteers.

**Qualifications:**

- a minimum of 3 years of previous programming and project management experience within a non-profit, arts organization and/or museum setting;
- experience facilitating workshops for children and youth;
- must have a minimum understanding/knowledge of labour history, and a keen interest in Hamilton's history and heritage;
- knowledge of anti-oppressive framework and community engagement strategies an asset;
- sound verbal and written communication skills;
- excellent organizational skills and ability to work effectively within a staff team, volunteers and partnering organizations ;
- energetic, self-motivated, flexible and adaptable; ability to multi-task and be self-directed;
- sound knowledge of event production and planning, working with artists and a proven track record of event/workshop coordination;
- working knowledge of social media tools for non-profits and proficient computer skills.

Flexibility to work weekends, evenings, and late nights is a must. We are looking for someone who is a progressive thinker, supportive and understanding of equity and inclusion, is adaptable, has initiative and has an appreciation for what [WAHC](#) does, and our mission/vision/values.

Please send a resume and cover letter as **one document no later than 5 pm on February 26, 2020** to [info@wahc-museum.ca](mailto:info@wahc-museum.ca). **No phone calls or email inquiries please.** We regret that we can only respond to those selected for an interview.

WAHC promotes and values employment equity. We encourage those who have experienced discrimination based on sexual orientation, race, class, gender, ability and other systemic forms of oppression to apply and self-identify if they wish to do so. Please note that our building is fully



accessible and should you require any accommodations throughout the hiring process, please let us know with your submission.