



The Reach Gallery Museum Abbotsford  
Curator of Learning & Community Engagement  
Full time: 35 hrs/wk  
Salary: \$50,000-\$55,000

Compensation package includes extended medical and dental coverage, generous vacation time, a flexible schedule, and the ability to contribute to a matched RSP program.

In collaboration with the Curatorial Team, the Curator of Learning & Community Engagement is responsible for devising and managing a visitor-centered suite of public and educational programs to inspire and challenge audiences. The position builds meaningful relationships with diverse communities across the region, and considers how audiences will be best served and represented by The Reach's programming. The Curator of Learning & Community Engagement provides leadership through the development, delivery, and evaluation of programs, and is responsible for recruiting and scheduling program instructors, facilitators, and volunteers as required.

This is a full-time position (35 hours per week). Core work hours are between 10 am - 4 pm Monday to Friday with flexibility to work outside these hours as needed to achieve the goals of the position.

The Reach strives to create a staff that is as diverse as our community and encourages applications from candidates who are IBPOC, LGBTQ2, persons with disabilities, and new Canadians.

#### **Duties & Responsibilities:**

##### ***Program Management***

- Coordinate the delivery and facilitation of educational and public programs, including the recruitment, training, and supervision of volunteers, facilitators, and instructors.
- Manage educational programs and develop learning resources for delivery at The Reach and across a variety of platforms.
- Manage scheduling, calendars, materials, and workspaces used for all programming activity in collaboration with other staff.
- Work closely with the curatorial team to ensure that programming goals are aligned with exhibitions and overall strategic direction.
- Build alliances with educators, administrators, and other stakeholders in support of programs offered by The Reach.
- Manage The Reach's outreach participation in selected local festivals and events.
- Support other Reach initiatives as required.

### ***Administration***

- Manage the overall programming budget and monitor project-specific budgets.
- Oversee program promotion, registration, and evaluation.
- Gather statistical data and provide impact reports on programming activity as required.
- Contribute to grant research, writing, and reporting in support of programming initiatives.
- Work closely with the Executive Director to plan staffing levels and job descriptions for contract staff and facilitators.

### ***Relationships***

- Work closely with colleagues to maintain a respectful, collegial, and enjoyable work environment.
- Maintain and develop relationships with a variety of diverse local communities and ensure they are reflected in The Reach's programming.
- Train, mentor, and supervise programming staff, volunteers, student workers, and interns.
- Act as an ambassador for The Reach at all levels of public engagement.

### **Qualifications & Skills**

- 3-5 years of experience in teaching/education, public programming, community organizing, or event management.
- Post-secondary education in an area related to The Reach's mandate. A relevant diploma, degree or appropriate combination of education and experience will be considered.
- Experience in leading and supervising individuals and teams.
- Effective planning and problem-solving skills, the ability to manage multiple projects and competing deadlines and to delegate effectively.
- Organizational and administrative skills, proficiency with computing programs including Microsoft Office and online applications.
- An energetic desire to work with colleagues, artists, volunteers, interns, and community members to create something extraordinary. Adaptability and a good sense of humour.
- A valid BC driver's license and the ability to pass a criminal record check.
- Knowledge of learning theory and familiarity with the BC curriculum in a variety of subjects from K-12 is an asset.

### **To Apply**

Submit your cover letter and résumé electronically to [lschneider@thereach.ca](mailto:lschneider@thereach.ca) as a single PDF by **5pm on Friday October 29, 2021**. Please submit your documents as a single PDF using "Curator" as the subject line. The posting will remain open until filled.

We thank all applicants for their interest, however only shortlisted candidates will be contacted.