



JOB POSTING: PROGRAM DIRECTOR, UNION GALLERY

Established in 1994, Union Gallery (UG) is a public contemporary art gallery located in Katarokwi-Kingston on the Queen's University campus, situated in Haudenosaunee, Anishinaabe, and Huron-Wendat territory. UG is a space for creative risk-taking and curiosity that supports and promotes the local arts communities by nurturing reciprocal relationships between students, artists, and arts workers at all stages of their careers. It is a community-driven hub for the production and exhibition of contemporary art that fosters critical engagement, facilitates interdisciplinary experimentation, and creates opportunities for the next generation of cultural producers.

We are seeking a Program Director to join our creative and collaborative team.

APPLICATION DEADLINE: Monday, June 10, 2024 by 11:59pm EST

POSITION: PROGRAM DIRECTOR

TERM: 1 year-contract, with possibility of renewal

LOCATION: Katarokwi-Kingston, Ontario

START DATE: Tuesday, July 16, 2024

COMPENSATION: \$39,000/year, 3 weeks paid vacation, \$1000 in benefits from Peak Benefit Solutions Inc., with the option to divide these benefits between a Healthcare Spending Account and Wellness Spending Account

WORKDAYS: This position requires availability during gallery hours and programmed events, with schedule to be determined in consultation with other staff. Some evenings and weekends required. Gallery Hours: Tuesday–Saturday, 11am-4:30pm; Wednesday, 11am-8pm.

ABOUT THE POSITION

Working in collaboration with and reporting to the Gallery Director, the Program Director will provide program, communications, human resources, and volunteer management to the organization. The Program Director will actively contribute to the social responsibility of the gallery and possess a high level of accuracy, good judgment, and attention to detail.

OPERATIONAL STRUCTURE

Union Gallery is a teaching gallery, bringing together and supporting students and professionals to foster a diverse and mutually beneficial network of artistic production, presentation, and interpretation. UG offers a variety of programs that catalyze experiential learning, artistic experimentation, collaboration, and community.

UG is now an independent incorporated not-for-profit with a contract to support the educational mission of Queen's University, among other community partnerships. UG receives in-kind and financial supports from the University and its departments, while also building new partnerships to further its mission, including internships with St. Lawrence College students. It receives public operating funds from the Kingston Arts Council, the City of Kingston, and the Ontario Arts Council to help deliver on its mission to serve broader publics.

UG's operational structure includes two core staff: the Gallery Director and Program Director. Core staff supervise and train part-time staff and volunteers who contribute to programming and operations. Together, the Gallery Director and Program Director collaborate on the gallery's artistic vision and administration, ensuring the mandate and objectives of UG are carried out through its initiatives.

OVERVIEW OF RESPONSIBILITIES

Programming

- Manage program administration in alignment with the gallery's curatorial vision, strategic goals, mandate and values
- Oversee the planning and delivery of programs including team management, project coordination, communications, and grant writing/reporting, where applicable
- Develop, deliver and collect agreements and invoices for public programs, in consultation with the Gallery Director
- Develop a public program calendar that corresponds with the exhibition schedule, granting cycles, and stakeholder calendars (i.e. Queen's Academic Calendar, local organizations' events calendars, etc.)
- With team support and input: initiate and set goals for public programs; create and monitor evaluation methods to track performance; develop surveys and gather feedback from partner organizations, members, artists and audiences to assess the evolving needs of our communities
- Maintain up-to-date records on audience and engagement metrics; provide and present statistical reports as needed for Board and/or funding agency accountability
- Act as staff representative and mentor on the Outreach Committee and work

closely with its members on audience and membership development activities

- Research and secure any additional insurance, public notices, waivers, etc. for programs, if required

Communications

- Act as the gallery's first point of contact; correspond and direct public inquiries on behalf of the gallery; manage the gallery's general inbox, forwarding messages to other team members as needed
- Lead the design and distribution of all promotional materials, coordinating with and delegating to other team members as needed; distribute press releases, special ads, and media kits; address media requests
- Manage and maintain social media platforms (Instagram, Facebook, Twitter), website (Wordpress, HTML) and monthly e-newsletter (Mailchimp), coordinating with and delegating to other team members as needed
- Maintain contact lists (email and newsletter subscriptions; membership; volunteers; media, etc.)
- Develop, deliver and collect agreements and invoices for photography and/or videography services, as needed, in consultation with the Gallery Director; maintain an organized inventory of documentation
- Develop and implement policies and procedures to improve gallery communications, including accessibility measures
- Ensure that marketing platforms and subscriptions are up-to-date (Kingston & Area Association of Museums)

Human Resources

- Supervise, delegate, and assign responsibilities to the Program Assistant, other student staff and interns, as appropriate; complete paperwork and any relevant administrative duties to support student contracts, in consultation with the Gallery Director
- Support hiring and training processes; assist in researching and developing new workplace policies
- Maintain a positive, inclusive, healthy, and safe work environment
- Promote the values and mandate of the organization, ensuring these are known and shared by team members
- Ensure that the gallery is compliant with applicable legislation such as the Employment Standards Act and Occupational Health and Safety Act, among others

Volunteer Management

- Distribute calls for volunteers; manage volunteer applications, schedule and interviews
- Plan, prioritize, and manage the work and schedule of volunteers, providing guidance and mentorship to ensure effective program delivery and volunteer appreciation
- Provide volunteer training and support development needs; regularly assess volunteer program for improvement

ESSENTIAL QUALIFICATIONS

- Strong organizational skills, including short- and long-term planning and implementation
- Commitment to community, equity, diversity, and inclusivity
- Excellent leadership, self-management, communication, and interpersonal skills
- Attention to detail
- Experience in arts administration and communications

ASSETS

- Experience mentoring, training, and problem solving with students in a curricular and/or co-curricular capacity
- A university degree or college diploma in a related field with at least three years of professional experience with skills that align to this profile
- Strong knowledge of contemporary art practices and nonprofit sector
- Grant writing and fund development
- Experience with Wordpress, HTML, Google Drive, Microsoft 365 Apps (Outlook, Teams, Sharepoint, etc.)
- Involvement in the Katarokwi-Kingston arts community

To be successful in this role you will be:

- Self-directed
- Collaborative
- Organized
- Diligent
- Accountable

All qualified applicants and any interested applicants who may be unsure about some of their qualifications are encouraged to apply.

EQUITY STATEMENT

Union Gallery is committed to equity, diversity and inclusion in all aspects of our programming and operations. UG is committed to building a skilled and diverse workforce that reflects the communities we serve. UG welcomes applications from qualified individuals of all sexualities, races, gender identities, socioeconomic statuses, and (dis)abilities. We strongly encourage applications from individuals who self-identify as BIPOC (Black, Indigenous, People of Colour), QPOC (Queer People of Colour) and 2SLGBTQIA+ (Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer and Questioning, Intersex, Asexual, +). If you would like to, please indicate if you self-identify as a member of any equity-seeking groups in your application.

APPLICATION PROCEDURE

Interested candidates are invited to submit the following:

1. A cover letter addressing the following questions:
 - What excites you most about Union Gallery?
 - What motivated you to apply for this position?
 - What relevant skills and experiences do you bring to this role?
2. Resume or CV
3. Contact information for three (3) references: name, title, organization, phone, email. References will only be contacted for candidates invited to interview. References should have direct knowledge of your professional experience, and at least one reference should be a manager/supervisor. You may also include other individuals who can speak to your skills, education, or volunteer experiences.

Please combine all files into a single PDF and email to ug.employ@gmail.com with the subject line “Program Director Application” no later than 11:59pm EST on Monday, June 10, 2024. Interviews will likely be conducted via Zoom.

Only those under consideration for an interview will be contacted. Information collected will be handled in accordance with the Freedom of Information and Protection of Privacy Act.

If you have any questions, or require accommodations at any point during the application and hiring process, please contact our Hiring Committee:
ug.employ@gmail.com / 613.533.3171