

# OPTICA CENTRE D'ART CONTEM- PORAIN

## **Job Offer: OPTICA Public Education Program Coordinator**

### **Terms of Employment:**

- Permanent employment contract
- 28 hours per week, Tuesday through Friday
- Annual salary: \$32,000
- Deadline for application: **September 20, 2022**
- Start date: **October 4, 2022**

OPTICA, A Centre for Contemporary Art, is seeking a dynamic individual to fill the position of public education program coordinator. Under the supervision of the director, the incumbent will be responsible for coordinating and developing the content and activities of OPTICA's public education program. The candidate must have 2-3 years of experience in cultural mediation or have acquired complementary experience as part of his or her studies and have a good knowledge of the contemporary art world.

The tasks are involved with the development of pedagogical content and resources in contemporary art, audience reception, the preparation and facilitation of visits, discussions, and creative workshops, research activities in cultural mediation, and the production of special projects.

Located in Tiohtia:ke/Mooniyang/Montréal, OPTICA is among the first artist-run art centres in Canada. Since 1972, the Centre has worked to promote Canadian contemporary art and to raise awareness of the issues that inform artistic practices and discourse in the visual arts through a varied program of exhibitions and critical and educational activities.

### **Responsibilities**

#### **Job description:**

- Development of educational material in French and English, design of pedagogical tools and cultural mediation resources relating to the practices of the artists exhibiting at the centre (informational documents, video and audio clips, virtual interviews with the artists, pedagogical kits, etc.);
- Development of cultural mediation content and research activities through symposia, public meetings, publications, and more;

- Welcoming the public, preparing and facilitating interactive tours, discussions, and creative and educational workshops associated with the Centre's exhibition program, particularly cultural events tied to the *Journées de la Culture* and the *Montreal Nuit Blanche*;
- Follow-up and coordination with various partners (correspondence, deadlines, etc.) regarding the different educational wings: the *Contemporary Labs* for child care centres, daycares, and preschool groups; the *Artist at School* program for elementary and high school students; and special projects;
- Writing and submitting grant applications and reports to partner institutions;
- Supervision of cultural mediation interns;
- Participation in various activities at OPTICA: openings, discussions, events, meetings of the educational committee;
- Promotion of the public education program and its activities in the Centre's newsletter, on various social networks, and in the Montreal teaching community.

#### **Profile sought:**

- Have an undergraduate university degree in a relevant discipline: visual and media arts, teaching, and art education;
- Two to three years' relevant experience in cultural mediation;
- Familiarity with the art scene, teaching, cultural or community organizations;
- Interest in and facility with young audiences;
- Conscientiousness, initiative, keen sense of responsibility;
- Ability to plan and organize, to adapt to changing contexts, and to work both alone and in a team;
- Ability to maintain positive and caring relationships;
- Excellent communications skills and ability to speak in public;
- Ability to work in a MAC environment, excellent command of MS Office suites (Word, Excel, Outlook), Adobe (Photoshop, Premier), Google, and social networks (Instagram, Facebook, etc.);
- Bilingual in French and English, spoken and written.

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**Benefits:**

- 2 weeks paid leave during the holidays
- 4 weeks paid vacation per year

**Place of work**

OPTICA, a centre for contemporary art  
5445 avenue de Gaspé, space 106,  
Montreal, Quebec H2T 3B2  
514 874-1666  
[www.optica.ca](http://www.optica.ca)

On-site work, a pleasant environment, a dynamic team, and an art centre recognized locally and nationally for its contemporary art productions.

Start date: **October 4, 2022**

We place great value on cultural diversity and encourage candidates to mention whether they have an Indigenous, visible-minority, or immigration background.

Interested candidates are kindly requested to submit their CV, along with a letter of interest, no later than **September 20, 2022, 11:59 pm**, to the attention of **Marie-Josée Lafortune**, Director: [mjlafortune@optica.ca](mailto:mjlafortune@optica.ca).

Please mention the title of the position in the subject of your email.

We thank all applicants in advance. However, we will only contact those who have been selected for an interview.