

# OPTICA CENTRE D'ART CONTEM- PORAIN

## **Job Offer**

### **OPTICA Public Education Program Coordinator**

**Deadline for application: October 27 2025**

**Start date: November 11 2025**

OPTICA, A Centre for Contemporary Art, is seeking a dynamic individual to fill the position of public education program coordinator. 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 education sector and 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.

## **About OPTICA**

Located in Tiohtia:ke/Mooniyang/Montréal, OPTICA is among the first artist-run 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, publications, residencies and critical and educational activities.

## **Responsibilities**

### **Job description:**

- Welcoming different audiences (children from childcare centres (CPEs), daycares and preschool groups, elementary and high school, welcoming classes, college and university, community center groups), preparing and facilitating interactive tours, discussions, and creative and educational workshops associated with the Centre's exhibition program;

- Development of educational material, design of pedagogical tools and cultural mediation resources relating to the practices of the artists exhibiting at the centre (informational documents, pedagogical kits, video clips, etc.);
- Follow-up and coordination with various partners (correspondence, deadlines, etc.) regarding the different educational wings: the *Contemporary Labs* for children for childcare centres (CPEs), 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;
- Participation in various activities at OPTICA: openings, discussions, cultural events like the *Journées de la Culture* and the *Montreal Nuit Blanche*;
- Promotion of the public education program and its activities in the Centre's newsletter and in the newsletter OPTICA Youth, on various social networks, and in the Montreal teaching community.

**Profile sought:**

- Have a university degree in visual and media arts, art history, museology or art education;
- Two to three years' relevant experience in cultural mediation and familiarity with the art scene, teaching, cultural or community organizations;
- Interest in young audiences and ease in interacting with them;
- 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 and writing 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, Premiere), Google, and social networks (Instagram, Facebook, etc.);
- Bilingual in French and English, spoken and written.

**Terms of Employment:**

- Permanent employment contract
- 4 days, or 28 hours per week, Tuesday through Friday (flexibility on Mondays to be determined with the selected candidate)
- Salary: \$24,73 per hour, \$36,000 annual
- Start of employment: **November 11, 2025**

**Benefits:**

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

**Place of work:**

OPTICA, A Centre for Contemporary Art  
5445 de Gaspé avenue, space 106,  
Montréal, Québec H2T 3B2  
514 874-1666  
[www.optica.ca](http://www.optica.ca)

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

Interested candidates are kindly requested to submit their CV, along with a letter of interest, no later than **October 27, 2025, 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:

**OPTICA Public Education Program Coordinator**

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

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