



Programs & Community Exhibitions Coordinator

Grimsby Public Art Gallery (GPAG)

Part-Time

The Opportunity

The Town of Grimsby is a community that blends innovation, natural beauty, and historic charm. Located on the shores of Lake Ontario in the Greater Toronto and Hamilton Area, Grimsby offers waterfront living, vibrant neighbourhoods, active lifestyles, and access to Niagara's wineries, agriculture, cuisine, and world-class attractions.

Behind everything that makes Grimsby such a great place to live is a dedicated team of municipal employees who help keep the community thriving. Working in municipal government means being part of something bigger, the work you do has a real impact on residents every day.

The Portfolio

Reporting to the Art Gallery Manager/Curator, the Programs & Community Exhibitions Coordinator is the liaison between community art exhibitions and the public, developing, advancing and promoting effective in-gallery and outreach educational opportunities. The Programs & Community Exhibitions Coordinator manages the studio (inventory and procurement of materials, tools and equipment, scheduling), organizes the lobby Community Exhibitions, creates interpretation materials, and resources for programs and tours, recruits, trains, schedules and supervises instructors, education students, and volunteers. The Programs & Community Exhibitions Coordinator assists with developing program related communications materials for marketing purposes, and develops partnerships with community groups, institutions and individuals.

The Candidate

We are seeking a candidate with a post-secondary degree or diploma in Fine Art, Art Education, Museum Studies, or a related field, along with a minimum of two (2) years of experience delivering art classes and educational programming to a variety of age groups within a public gallery or museum setting. The ideal candidate will demonstrate a strong knowledge of contemporary and historic visual art, as well as an understanding of gallery best practices and proper artwork handling procedures.

Working for the Town of Grimsby

This is a part-time position working up to 28 hours per week, some shifts may be scheduled for evenings and weekends. The Town of Grimsby offers candidates for this position an hourly rate between **\$27.96 to \$34.03** (2026 Rate).

The Town supports the health and wellness of our employees; a commitment that is demonstrated through free access to Town recreation facilities for employees.

How to Apply

If you are excited by this opportunity, we are excited to hear from you! We invite you to submit your application to hr@grimsby.ca by **June 12, 2026, 2026 at 4:30 PM**. Please quote the posting number in the subject line.

Posting #: 31-2026

We thank all applicants for their interest, however only those selected for an interview will be contacted. The Town of Grimsby is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection processes, and work environment. We will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process. Please contact the Office of Human Resources, hr@grimsby.ca if you need assistance.

Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.



JOB POSTING

Programs & Community Exhibitions Coordinator

Community Services – Grimsby Public Art Gallery

Duties and Responsibilities:

1. Public Education Programming (35%)

- Develops and ensures the delivery of public programs including workshops, classes, tours and lectures including seasonal extended break programs during March Break and summer, including in-person delivery when appropriate.
- Recruits, interviews, trains and supervises artist instructors and studio volunteers
- Coordinates Gallery use of the Studio including program plans, scheduling, inventory and procurement of supplies and equipment.
- Gathers and compiles information regarding current art movements, trends, techniques art concepts and processes to create educational and enrichment information for digital, print and in person audience engagement.
- Manages program registration platform (ActiveNet).
- Coordinates the Community Exhibition Space for community artists and groups.

2. Collections & Community Exhibition Coordination (25%)

- Coordinates and administers the Community Exhibition Space, including scheduling, artist liaison, intake, and logistics for community and non-juried exhibitions.
- Supports the coordination of the annual secondary school exhibition.
- Acts as the primary point of contact for community artists and groups exhibiting in the Community Exhibition Space, providing guidance on exhibition requirements, timelines, and installation expectations.
- Assists with the preparation and installation of Community Exhibition Space exhibitions, including artwork handling, layout coordination, and basic didactic materials as needed.
- Provides occasional support to the Art Gallery Manager/Curator with main gallery exhibition installation and deinstallation, as required.
- Supports the care and management of the Gallery's permanent collection, including organization, inventory, documentation, and assisting with collection-related projects and research, under the direction of the Curator.
- Develops and assists with interpretive materials and engagement resources.
- Conducts basic research on artists and artworks to support collection initiatives and community exhibitions.

3. School Educational Programming (10%)

- Coordinates Art in the Schools educational program including working with volunteer art movers, updating artwork locations, and creating related programming as needed.
- Organizes and delivers training on conducting exhibition tours to volunteers and docents.

- Recruit artist instructors to teach in-gallery programs and step in to instruct programs as needed.
- 4. Communications (15%)**
- Provides program related communications materials for marketing purposes such as program images and videos, program information for a variety of marketing material (posters, social media, ads) and creative design as needed.
 - Contributes to and reviews the creation of marketing material with the assistance of the Art Gallery Manager/Curator.
- 5. General Gallery Support (10%)**
- Develops programming fee schedule and instructor pay rates that align with Town guidelines and industry standards.
 - Provides detailed information and programming plans to assist with education portion of Art Gallery budget preparation.
 - Builds and supports partnership and outreach opportunities with community groups, businesses, and other departments.
 - Greet visitors, respond to general inquiries received in person, by phone and digital platforms, address patron concerns and issues.
- 6. Other (5%)**
- Works in a safe manner in accordance with the Occupational Health and Safety Act, associated regulations, other applicable legislation, Town by-laws, policies, procedures, and guidelines.
 - Other related duties, as assigned.

The successful candidate will possess the following:

Education

- Post-secondary degree or diploma in Fine Art, Art Education, Museum Studies, or a related field.

License, Registration and Training

- Valid class “G” Driver’s License
- Vulnerable sector police clearance

Experience

- Two (2) years of experience teaching art classes and educational programs (such as exhibition tours) to various age groups in a Public Gallery or Museum setting.
- Curatorial experience or experience working closely with a curatorial team.
- Experience in developing educational programs in a formal school system is an asset.

Knowledge/Skills/Abilities

- General understanding and familiarity with Grimsby and surrounding communities.
- Demonstrated understanding of contemporary and historic visual art.
- Excellent verbal and written communications skills with the ability to translate information into presentations and programs.

- Basic understanding of generally accepted gallery best practices especially with regard to handling artwork and fair and appropriate treatment of artists
- Intermediate experience using Microsoft Office Suite, Photoshop, Publisher and MailChimp.
- Strong time management skills with the ability to coordinate and prioritize a series of tasks and with competing deadlines.
- An effective team player with a proven history of building respectful and collaborative work environments.
- Excellent customer service skills and the ability to develop relationships with internal and external stakeholders, including community partners.

A combination of education, training, and experience may be considered.