

Community Outreach and Programming Coordinator

Part-time Wage: \$25.00 with a 4% increase annually

Duration: Annual renewable contract, three years of guaranteed funding

Hours: 17-hours per week, partial work-from-home model negotiated (up to 5 hours a week)

Start date: 30 October 2024

This individual will foster connections with local organizations, develop shared programs, attract and professionalize volunteers, and receive community feedback. The position will oversee the *Media Collaboratory* and *Community Outreach Program* which includes Forest City Gallery (FCG) Art Bus Tours, workshop series, artist talks, and all other community-centric programming. This individual will bring a strong, energetic knowledge of our cultural climate. The key objective of this role is to renew community ties and foster a stronger community connection through onsite and hybrid programs, revitalize local partnerships, and organize seasonal Art Bus Tours to connect FCG to the city and surrounding region in new ways.

This individual will have a clear passion for developing artist-led community and neighborhood-specific programming in a fast-growing city. Additionally, this individual will carry a strong capacity to build lasting relationships and meet their peers where they're at; both literally and culturally. In the spirit of self-determination, this role will enhance and conceive of alternative modes of arriving to the gallery while also expanding the off-site reach of artworks presented by FCG. Working alongside the Executive Director, this individual will directly contribute to steering the course for this organization's next 50 years in accordance with the Strategic Plan 2025–2028.

The Community Outreach and Programming Coordinator will work with the Board of Directors and the Executive Director to coordinate regular volunteers. With great attention to care and reciprocal relationship building, the individual will recruit volunteers, onboard volunteers, attend to the needs of volunteers, foster the specific interests of volunteers, and work closely with the Volunteer Coordinator (Board of Directors) on all matters concerning volunteer well-being. This individual will have the ability to pay careful attention to the needs and expertise of folks from a wide range of cultural backgrounds who arrive to FCG on a volunteer basis. In the hiring process, applicants who have a background in studio and/or community arts will be prioritized but all qualified candidates should apply.

With gratitude, we acknowledge the London Community Foundation's support of the *Media Collaboratory* and the hiring of this role through the [Community Vitality Grant](#) program. This is Forest City Gallery's first second staff person in the organization's history, excitingly marking the end of our 50th year of operations in the forest city.

Organization History

FCG was founded in 1973 by a nationally recognized group of London artists and musicians. As one of Canada's first artist-run centres, FCG became a catalyst for the development of artist-run culture, contributing to the conception of ARCCO (Artist-Run Centres and Collectives of Ontario) and CARFAC (Canadian Artists' Representation/Le Front des artistes canadiens). FCG is committed to paying all exhibiting artists and lecturing artists in accordance to CARFAC rates. In doing so, FCG promotes and facilitates the professionalization of visual artists. As the only artist-run centre in London, FCG is an important venue for introducing contemporary artistic practices to Londoners.

Responsibilities Breakdown

- 50% Coordinating and fostering Forest City Gallery's *Media Collaboratory*
- 20% Community-centric programming: host hybrid artist talks, workshops, and professional development opportunities
- 15% Membership and volunteer relations, care, correspondence, and day-to-day administration
- 15% Outreach programming: facilitate Art Bus Tours, and other off-site programming

Desired Skills and Assets

- 3+ years of experience working in artist-run centres, community arts, or artist-led projects and non-commercial arts programming
 - Strong demonstrated knowledge of the role of artist-run centres in artist-autonomy
 - Acquired through paid or on a volunteer basis, ie. Board of Directors, Staff, Internship(s), frequent exhibiting artist, and regular volunteer or facilitator
- Post-secondary degree or diploma in relevant disciplines such as fine arts, humanities, communications (BFA, BA, MFA, MA, PhD, etc.) and/or equivalent professional experience is encouraged and considered a strong asset
- Proficiency in Adobe Suite and other design softwares
- A working understanding of design principles and best practices
- A working understanding of digital accessibility and accessibility practices
- Background in community-driven outreach programs
- Strong background in grant writing and co-authoring grants
 - Organizational project, operational, and multi-year composite grants
 - Experience and familiarity with all levels of granting bodies (individual artists grants can supplement this qualifier if for example, the applicant has not applied to municipal organizational grants but has individually)
- Fluency in one or more languages in addition to English

- Currently maintains an artistic practice or has a history of engagement with community and/or studio arts

Qualifications

- Demonstrated strong background in community engagement work
 - Ability to form new partnerships, bring a new perspective to existing community partnerships, and represent FCG in a good way at community events. Ability to engage with the student population in London i.e. Bealart, Western, Fanshawe.
- Lived experience in the region and strong foundational knowledge of regional arts
- Held facilitation or leadership roles in artist-run centres, community arts, or artist-led projects and non-commercial arts programming
- Strong transportational ability (car or otherwise) to commute to off-site locations
- Strong ability to create and deliver social media and all digital promotional content

This position is funded by the London Community Foundation, Community Vitality Grant for a three year term. Throughout the hiring process, the Hiring Committee will be seeking an individual with a demonstrated history of diverse cultural competencies and a strong capacity for participating in knowledge exchange in the arts. FCG encourages applications from women, Black and Indigenous people, BIPOC/People of the Global Majority, individuals with disabilities, members of the 2SLGBTQI+ community, and others who may arrive in the position of *Community Outreach and Programming Coordinator* from wide-ranging backgrounds who contribute to FCG through their diverse perspectives, communities, experiences, and visions.

HOW TO APPLY

In your application please include the following in one PDF file:

- Cover letter
- Curriculum Vitae (3 page max. including relevant items and skills)
- Up to three writing and/or digital media work samples

All qualified applicants should apply to board@forestcitygallery.com including “Community Outreach and Programming Coordinator” in the subject line. Cover letters can be addressed to the “Hiring Committee” which will be composed of select Directors. We request all applications be compiled into one PDF and it is helpful for the file title to include the applicant’s name. Please contact us for any accessibility needs in your application, alternative formats will be delivered to our utmost capacity. Accommodations will be best delivered with advanced notice.

Deadline: Applications are accepted until October 4, 2024, midnight.