



## LONDON CLAY ART CENTRE JOB POSTING - PROGRAM COORDINATOR

**Date Posted:** June 3, 2019

**Application Deadline:** June 10, 2019, 5 pm

**Start Date:** As soon as possible

**Salary:** TBD based on experience

**Term:** Full-time, salaried position - 37.5 hours/week

**Region:** Southwestern Ontario

**City:** London

### **Background**

The London Potters Guild (LPG) is the incorporated charity that owns and operates London Clay Art Centre (LCAC) at 664 Dundas Street in the heart of London's Old East Village. Our charitable purpose is ***the advancement of education*** and our mission is:

*"To be the leader in the education and promotion of the clay arts in Southwestern Ontario. We provide high-quality programming, nurture the development of professional clay artists, collaborate with other community organizations, and encourage fellowship in an inclusive and accessible facility."*

In our tenth year of operation at LCAC, a professional staff team manages LCAC with significant help from a large contingent of dedicated volunteers.

To learn more about the facility and our programming, please visit [www.londonclayartcentre.org](http://www.londonclayartcentre.org)

### **Opportunity overview**

London Clay Art Centre (LCAC) is hiring a full-time Program Coordinator.

Reporting to the Executive Director, the Program Coordinator is responsible for a variety of administrative tasks related to developing, organizing, and managing programs and activities offered at LCAC and in the community.

The successful candidate must share our passion for developing London Clay Art Centre into a world-class facility through excellence in educational programming.

To be an outstanding Program Coordinator, you must be highly organized, detail-oriented, and a creative thinker who is comfortable working alone or as part of a diverse team comprised of volunteers and staff.

The Program Coordinator's goal is to effectively manage and optimize LCAC's revenue-generating programming schedule.

## **Responsibilities**

- Develop, coordinate, and manage ceramic art education programs for diverse audiences from the broader community including people of various skills, abilities, socio-economic backgrounds, ethnicities, ages, etc.
- Optimize new and existing programs at London Clay Art Centre
- Coordinate off-site programming
- Schedule and organize meetings/events and maintain online calendar
- Manage online program registration and payment systems
- Hire, manage contracts, and supervise program instructors and teaching assistants
- Communicate with participants, partners, and instructors via phone and email
- Work with volunteers to fulfill programming needs
- Develop and foster partnerships with community organizations
- Develop audiences and attract new participants through targeted advertising
- Manage programming promotions on LCAC website and social media channels
- Help develop policies and practices to optimize the programming experience for participants and instructors
- Manage program budget by tracking expenditures/transactions
- Collect/compile and analyze program data/statistics, and create reports to support grant writing and budget development
- Help build positive relations within the team and with external parties
- Review and upgrade agreement with external community partners
- Chair Youth Committee meetings

## **Requirements**

- Proven experience as a Program Coordinator or in a similar position
- Knowledge of program development and management procedures
- Knowledge of budgeting, bookkeeping, and reporting
- Highly proficient with Microsoft Excel and Word, as well as Adobe Illustrator and Photoshop
- Ability to work with diverse and multi-disciplinary teams
- Excellent time-management and organizational skills
- Excellent verbal and written communication skills with a strong understanding of diplomacy
- Detail-oriented and efficient
- Ability to work independently or as part of a team
- Enthusiastic and reliable

## **Additional Skills Preferred**

- Understanding of clay art/ceramics
- Previous experience in the arts and the non-profit environment
- Experience with grant and report writing, and proposal development

- Familiarity with PayPal, or similar payment gateway systems, for registration purposes, as well as website Content Management Systems

Qualified applicants should send a résumé and cover letter with salary expectations to [darlene@londonclayartcentre.org](mailto:darlene@londonclayartcentre.org) with “Program Coordinator” in the subject line of your email by 5 pm, June 10, 2019 (no calls please) or mail to: London Clay Art Centre, Attention: Hiring Committee, 664 Dundas Street, London, ON N5W 2Y8

LCAC invites applications from all qualified individuals. We are committed to employment equity and diversity and welcome applications from women, men, members of racialized groups, visible minorities, Aboriginal persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. In accordance with Canadian Immigration requirements, priority will be given to Canadian citizens and permanent residents.

We thank all applicants for their interest. Only candidates selected for an interview will be contacted and all applications will be confidential.