Job Posting
Education & Learning Programmer

Full-Time, 30 hours per week
Application Due Date: October 23, 2019
Salary Commensurate with Experience: $38, 000 - $45, 000, with benefits
Eligibility: Canadian Citizen or Permanent Resident or Refugee Status with legal entitlement to full-time work
Primary Job Location: 221 East Georgia St, Vancouver, British Columbia
Reporting to: Head of Strategy, Organizational lead for Programming, Communications and Advancement

221A is seeking applications from eligible candidates for the role of Education & Learning Programmer. 221A is a not-for-profit organization with a mission to work with Artists and Designers to research and develop cultural, social and ecological infrastructure. 221A operates under a Research and Infrastructure model. Unlike a typical exhibition model for a Visual Art and Design organization, 221A's operating model supports cultural workers over extended periods to lead the organization's artistic pursuits, engaging deeply with contexts, collaborators, ideas, and audiences. Located in Vancouver's Chinatown, 221A's programming venues include Pollyanna 圖書館 Library (221 E. Georgia St.) and Semi-Public 半公開 (271 Union St.).

The Education & Learning Programmer reports to the Head of Strategy, and plays a lead role in operating 221A's programming venues and shapes all public and educational programs. Working closely with the Staff and Fellows, the incumbent ensures that all programming is aligned with the Organization's strategic and annual plans. The role on the team is to foster a learning culture at 221A, with the intention that the Organization learns from and adapts to its research, while the educational programs, community initiatives and partnerships, distribute and diversify the knowledge creation underway through the Organization's Fellowships and Research Initiatives. The Education & Learning Programmer leads 221A's Keyholder program to provide spatial resources to groups and organizations who share organizing values in common with 221A, while building reciprocal and meaningful relationships with communities across the territory, and especially in Chinatown and the Downtown Eastside.

Candidate Qualifications
Education: Completed Undergraduate Degree in Post-secondary education in visual art, art history, architecture, design, communications or a related field, and 2 years of related work experience. Or, related work experience for +4 years, since education in other disciplines has been completed.
Experience: A demonstrated record of working with the nonprofit sector, teams, cultural leadership, education, and public engagement programming.
Specific Capacities: Excellent time management skills; Proven ability to learn and work collaboratively; Proficiency with Mac OS / Windows OS, Google Business Services (Gmail, Docs, Sheets, etc.); Experience with Adobe CS, Mailchimp and Wordpress Guttenberg CMS an asset; Typing speed of 60+ words per minute; Experience in leading fabrication and production of Art & Design deliverables, Lifting up to 15kg, Hand and power tools experience considered an asset; Class 5 driver's license considered an asset.
Language: English proficiency. Second language fluency considered an asset.

Candidate Eligibility
- be a Canadian citizen or a permanent resident, or have refugee status in Canada;
- be legally entitled to full-time work in Canada;
- be willing to commit to the full duration of the work (minimum 30 hours a week);
- not have another full-time job while employed at 221A

Working Conditions

Typical schedule 11am through 6 pm, Tuesday through Saturday; work-days are 6 hours per day; the Education & Learning Programmer is entitled to one hour (unpaid) time for lunch and breaks; frequently works collaboratively with staff; is exposed to noise and regular flow of people from the office environment and public participants; and is assigned tasks and deliverables, as determined by changing priorities. Approved schedule shifting will take place to accommodate for evening programs and other commitments, as required.

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Primary Duties and Responsibilities

- **Programming** (50%) – Researching, planning and administering Library and Semi-Public Programs; producing Semi-Public and Library programs by planning for labour needs and scheduling; Managing relationships with program contributors such as artists, writers, and designers; Ensures documentation of programs and aligns work with the Organization's Documentation & Records Retention Policy; Initiates and maintains healthy partnership relationships; Contributes to 221A's communications by researching, sourcing materials, drafting copy and maintains websites and social media; Public Representations at industry forums and community events on behalf of the Organization, when required.
- **Operational Duties** (20%) – Day-to-day operation of 221A's programming venues, with staff and volunteer support, including daily opening, monitoring, and closing duties, greeting visitors and answering questions, planning for and leading event set-up and take-downs.
- **Administrative Duties** (30%) – Grant writing for programs and support across all areas of 221A's advancement goals; Registers organizational statistics, monthly, quarterly and annually; Contracting program participants; Administering program travel; Archival and Collections administration; Record maintenance.

Employment Equity

221A is an equal opportunity employer and employs personnel without regard to race, ancestry, place of origin, colour, ethnic origin, language, citizenship, creed, religion, gender, sexual orientation, age, marital status, physical and/or mental ability or financial ability. While remaining alert and sensitive to the issue of fair and equitable treatment for all, 221A has a special concern with the participation and advancement of members of the following designated groups that have traditionally been disadvantaged in employment: women, queer, trans and non-binary persons, racialized peoples, indigenous peoples and people living with disabilities.

Apply

Send your cover letter and CV by email to hiring@221a.ca by Tuesday, October 23, 2019.
Please use the following "[Full Name], Application for Education & Learning Programmer" in the Subject Line.