

# AUDAIN ART MUSEUM

Whistler, British Columbia

## Engagement Coordinator

Become an integral part of the Audain Art Museum (AAM), a 56,000 square foot institution in Whistler, British Columbia. The Museum's Permanent Collection showcases the art of British Columbia from the late 18th century to present. Anchoring the collection is James Hart's *The Dance Screen* (The Scream Too), the most significant contemporary carved cedar dance screen in the world. Other highlights include an important collection of 19th and 20th century First Nations masks and works by some of Canada's most celebrated artists including Emily Carr, E.J. Hughes and the internationally renowned photo-conceptualists Jeff Wall, Stan Douglas and Rodney Graham.

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Position:	Engagement Coordinator
Reporting to:	Engagement & Volunteer Manager
Hours:	37.5 per week
Term:	Full-time, fixed-term (5 months)
Location:	Whistler, British Columbia

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Applications are now being accepted for the position of Engagement Coordinator at the AAM. The Audain Art Museum is seeking a creative and enthusiastic Engagement Coordinator to support public programs, community outreach, and digital engagement efforts. This is a unique opportunity to gain hands-on experience in arts administration, event coordination, and audience engagement within a vibrant cultural institution.

### Responsibilities

Assist the Engagement & Volunteer Manager with the following tasks:

- Assist in planning, coordinating, and delivering public programs and special events.
- Support community outreach initiatives to engage diverse audiences.
- Create and manage digital content for social media and promotional materials.
- Provide excellent visitor services, answering inquiries and enhancing guest experiences.
- Collect and analyze feedback from program participants to support future improvements.

### Knowledge, Skills & Abilities

- Understands art processes, products and material and is competent with sourcing and procurement.
- Comfortable teaching various art making techniques to a range of age groups.
- Understanding of basic art history and art making in BC.
- Strong organizational, time-management and teamwork skills.
- Ability to make quick decisions under pressure.
- Working knowledge of the value and significance of art.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts and to represent the gallery on external committees as required.
- Ability to meet deadlines, maintains program and administrative priorities, and adapt to shifting priorities and timelines.

### Qualifications

- Recently graduated from a post-secondary program in Art History, Museum Studies, Cultural Studies, Communications, Marketing, or a related field.
- Strong verbal and written communication skills.
- Experience with social media platforms (Instagram, Facebook, TikTok); familiarity with design tools (Canva, Adobe Creative Suite) is an asset.

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## Engagement Coordinator

- Excellent organizational and time-management skills.
- Friendly, professional, and enthusiastic about engaging with the public.
- Ability to work flexible hours, including weekends and evenings for special events.
- Must be a Canadian citizen, permanent resident, or have refugee status in Canada.
- Legally entitled to work in Canada.
- Eligibility (Young Canada Works Program): Between 16 and 30 years of age at the start of employment.

### What We Offer:

- Hands-on experience in museum programming and event coordination.
- Opportunities to network with arts and culture professionals.
- Professional development through mentorship and feedback.
- A supportive, inclusive, and creative work environment.

### The successful candidate will be required to complete/provide:

- Recent résumé
- Cover letter
- Three (3) recent work related references
- Applicants must be able to work in Canada
- Criminal Records Check will be required by the successful candidate

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### Equity and Inclusion Statement:

The Audain Art Museum is committed to fostering an inclusive and diverse workplace. We encourage applications from members of equity-seeking groups, including Indigenous youth, youth with disabilities, visible minorities, and new Canadians. Accommodations are available upon request during the hiring process.

### How to Apply:

Please submit your resume and a cover letter outlining your interest and qualifications to [connect@audainartmuseum.com](mailto:connect@audainartmuseum.com) with the subject line: Engagement Coordinator Application –(Your Name).