



Program Manager, Visual Arts and Exhibitions

Temporary Contract: Full-time (37.5 hours/week), 14-month term, with the possibility of extension

Anticipated Start date: December 14, 2026

Compensation: \$30.00 per hour plus 12% in lieu of benefits

Are you a collaborative and community-minded arts administrator who excels at building relationships, balancing multiple priorities, and bringing people together through the arts? Place des Arts is seeking an experienced Program Manager, Visual Arts and Exhibitions to join our team on a temporary basis. This is an exciting opportunity to manage a diverse portfolio of visual arts programs and exhibitions that engage artists, participants and the wider community. The successful candidate will be a highly organized, detail-oriented, effective communicator with strong interpersonal skills, combined with experience and knowledge in visual arts programming and exhibition management.

ABOUT PLACE DES ARTS

Founded in 1972, Place des Arts (PdA) is a not-for-profit arts education centre with a mission to inspire the artist in everyone. Located in Coquitlam, we offer quality instruction for all ages and skill levels in the visual, literary and performing arts. Our Artisan Shop and galleries support local emerging artists, and our events and performances make PdA a cultural hub, drawing together diverse members of the community to experience the arts.

GENERAL ACCOUNTABILITY

Reporting to the Director of Programs and Events (DPE), the Program Manager works closely with fellow program managers to develop, implement and evaluate an annual season of programs, events and exhibitions.

SPECIFIC ACCOUNTABILITIES

Arts Programming

- Oversee the planning, administration and implementation of programs and events. Specific areas of responsibilities include, but are not limited to:
 - All programming related to fine arts, ceramic and fibre arts
 - Art Camps as assigned (Pro-D Day Camps, Spring Break, Summer Fun! and/or summer outreach camp)
- Liaise with teachers regarding program development and delivery, including class descriptions, class scheduling, supplies and room set-ups.
- Liaise with fibre and ceramic technicians to ensure program needs are met.
- Evaluate program status prior to the start of programs; liaise with teachers, students and other staff to inform of changes.
- Supervise support staff for art camps which may include, but is not limited to, Summer Fun! Camp Coordinator and/or Education Assistant(s).
- Support the Manager of Communications with program promotion, guide development, targeted marketing and website maintenance.
- Evaluate programs and prepare monthly program reports and other reports as assigned.

- Identify volunteer opportunities in collaboration with the Events and Volunteer Coordinator and supervise volunteers when required.
- Assist with the recruitment and orientation of self-employed teachers.

Exhibitions

- Oversee seasonal calls for artists, including updating applications and artist information, coordinating the adjudication process, liaising with applicants, scheduling of gallery spaces, and the preparation and distribution of artist agreements.
- Liaise with exhibition artists, artist groups, and/or community partners to coordinate exhibition installations, promotion and opening receptions and provide support as needed.
- Install and dismantle up to 18 exhibitions per year, including PdA annual exhibitions, at Place des Arts and any satellite locations as well as online, using Matterport.
- Coordinate and host all opening receptions and introduce artists and their exhibitions to the public.
- Supervise volunteers assisting with exhibition hangings and opening receptions.
- Update and create exhibition webpages, distribute calls for artists.
- Support the Manager of Communications with exhibition promotion, targeted marketing and website maintenance.
- Prepare exhibition reports and evaluations as required.
- Monitor exhibition budget.
- Coordinate and facilitate any additional exhibition programming initiatives.

QUALIFICATIONS, SKILLS AND EXPERIENCE

- Post-secondary degree, or equivalent experience and education in visual arts, art history, museum studies, or related arts discipline.
- Minimum 2-3 years' experience managing visual arts exhibitions including the hands-on installation and deinstallation of exhibitions, artwork handling, and exhibition logistics including the planning and coordination of exhibition opening receptions.
- Experience collaborating with artists to plan exhibition layout, artwork placement and display methods to achieve the artist's vision.
- Familiarity with planning, implementing and evaluating visual arts-based programs, including fine arts, ceramic and/or fibre arts.
- Demonstrated ability to effectively manage multiple projects and meet deadlines.
- Demonstrated ability to build, maintain and enhance collaborative relationships with artists and other community stakeholders.
- Demonstrated ability to work independently and exercise sound judgment.
- Ability to relate effectively to children and youth.
- Strong organizational skills with an attention to detail.
- Excellent verbal and written communication skills
- Excellent working knowledge of standard Microsoft Office software.
- Familiarity with photographing artwork is an asset
- Working knowledge of Adobe Creative Suite applications is an asset
- Working knowledge of WordPress is an asset.
- Experience working in a non-profit organization is an asset.
- Experience working with Active Net registration system is an asset.

REQUIREMENTS

- Valid Police Information Check including a vulnerable sector screening.
- Ability to work evenings and weekends as required.
- Ability to do physical work and lift up to 30 lbs.

HOW TO APPLY

Submit a cover letter and résumé by October 25, 2026, to: opportunities@placedesarts.ca, attention Jessie Au, Director, Programs and Events.

Place des Arts welcomes applications from all qualified individuals. We thank all prospective applicants for their interest; however, only those selected for interviews will be contacted.