



National Art Gallery of The Bahamas

JOB DESCRIPTION

NAGB Community Outreach Officer

SUMMARY:

The NAGB's Community Outreach Officer leads the institution's outreach efforts in order to expand and reach audiences and to assist the Education & Outreach Manager with aspects of production and execution of onsite and offsite activities. The team member is tasked with encouraging people to engage with NAGB and its collections, collaborating with schools and local groups to bring the NAGB collections into their learning experience, and encouraging the use of creative thinking to support their development and quality of life. The work will include, but not be limited to, visiting schools in New Providence and the Family Islands, organizing travelling exhibitions to the Family Islands, continuing the Mural Programme, facilitating the Mixed media Summer Camp, as well as other organizing other group initiatives including onsite and offsite activities, assisting with the implementation of the exhibitions and events. The job will also require basic data entry, general office tasks and other tasks as assigned.

KEY RESPONSIBILITIES:

- Develop greater community and island outreach programme ideas, for adjacent neighbourhoods and beyond—e.g. Mural Programme, Travelling Island exhibition; Playground programme —that draw attention to NAGB and its mandate.
- Together with Education & Outreach Manager, collaborate with Ministry of Youth Sports and Culture on the fine art component of E. Clement Bethel National Arts Festival.
- Incorporate use of new media to attract new and younger audiences.

- Together with Education & Outreach Manager, develop, implement and supervise varying educational programs related to the collection, and temporary shows for children, students, teachers, adults and artists, at the gallery and beyond its borders.
- Co-ordinate, monitor and supervise "Arternoons" and "Mixed Media Summer Camp," including recommending temp staff, recruitment and training of volunteers, and overseeing the camp scholarship award process.
- Conduct Educational tours for school groups and assist with tour schedule and implementation.
- Develop educational materials for exhibitions, with Education & Outreach Manager and under the direction of the Communications and Development Officer, and as a part of educational product development.
- Assist with the development of NAGB's public programs and assist in the implementation of projects such as festivals and workshops.
 - Conceive and implement small shows in The PS Room that attract younger, amateur or inexperienced audiences.
 - Continue to assist the Education & Outreach Manager with the ongoing development of the educational curricula component for art teachers.
 - Continue to manage and support volunteers working for the Outreach Programme.
 - Together with other team members, continue to assist with marketing and publicizing projects via social media, the press, etc.
 - Together with the Executive Director and the Communications and Development Officer, brainstorm ways to seek out alternative sources of funding and/or partnerships for programming through grant writing and connections to different networks.
 - Assist Curators with the implementation of NAGB's exhibition program, as needed, with regard to installation of exhibitions or other needs as they occur.
 - Duties as assigned.

JOB REQUIREMENTS:

- Qualified candidate will possess a Bachelor's degree in a related field and previous relevant work experience with children of at least three years.
- Previous work experience in a fast paced environment.

- Ability to deal respectfully and efficiently with a wide variety of people, from children to adults, from all economic communities and backgrounds.
- Excellent communications, organizational and interpersonal skills demonstrating various capacities to plan, liaise and manage projects.
- Good writing skills and proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Working knowledge of Adobe Suite, PowerPoint, Google Drive.
- Must have the ability to plan, prioritize and manage workloads whilst meeting deadlines.
- Previous project experience in the management of community based, art education, cultural or related projects.
- An outstanding team player with the ability to work on own initiative to drive results.
- Ideal candidate should be autonomous demonstrating tact and professionalism with little supervision.
- A vested and deep interest in and knowledge of modern and contemporary art, especially from The Bahamas and the region.

APPLICATION SUBMISSION:

All applicants must submit the following by email, to nagbcareers@viviangroupbahamas.com, no later than **5:00 p.m. Thursday, January 17th**:

- Cover letter highlighting the applicant's interest and suitability for the position.
- Current résumé and copies of qualifications and certificates.
- Three (3) professional references.
- Copy of one form of national ID, including either National Insurance Card, Passport or Driver's License.

Queries may also be sent to nagbcareers@viviangroupbahamas.com.

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED FOR CONSIDERATION.

Application Deadline: 5:00 p.m. Thursday, January 17th

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