

Job Posting: *Outreach Coordinator*

Section 1. Position Details

Position: Outreach Coordinator

Position Type: Full Time, Permanent (contingent on continued funding after 18th month period)

Start Date: August 12th, 2026 till April 30th, 2028

Salary: \$45,000/yr (\$31.25/hr)

Hours: 30 hours per week (4 day work-week)

Work Schedule: Flexible work schedule in consultation with Directors. Some evenings and weekends required.

Vacation: Two weeks paid vacation per year

Sick Days: 1 per month after 3 months, cumulative

Reporting to: Artistic Director & Director of Operations

Probationary Term: 6 months

Benefits: After 3 Months: EAP, dental, vision, prescriptions (lower cost with salaries)

Paycheque payment: bi-monthly

Deductions: The Organization shall calculate, and remit biweekly all required deductions for taxes, CPP, UIC, and employee benefits on behalf of the Employee.

Section 2. Summary

The Organization:

Urban Shaman Contemporary Indigenous Art is a charitable, not-for-profit artist-run centre located on Treaty 1 territory in Winnipeg, Manitoba. Urban Shaman is an Indigenous led gallery that presents contemporary Indigenous art with integrity while remaining rooted in our diverse Indigenous cultures.

Founded in 1996, Urban Shaman continues to be a nationally recognized leader in Indigenous arts programming and one of the foremost venues and voices for Indigenous art in Canada. Urban Shaman is dedicated to the Indigenous arts community and arts community at large.

The Position:

The Outreach Coordinator leads Urban Shaman's communications, outreach, and promotional activities. As the first point of contact for the public, this role is responsible for managing social media, newsletters, website updates, media communications, mail-outs, and public inquiries.

This position requires strong graphic design and layout skills, including experience using Adobe Creative Suite to work with templates to produce print materials and social media content. This role is central to keeping the public, members, artists, and partner organizations informed about Urban Shaman's programming.

Responsibilities also include coordinating school and organizational tours, running workshops, and managing the volunteer program. They ensure engagement with students, emerging artists, and community members who want to connect with Urban Shaman.

The Outreach Programs Coordinator is also a front-facing position and the first point of contact for the public at Urban Shaman. Stationed at the front desk, they are responsible for managing reception, responding to general inquiries via email, and overseeing online communication.

Section 3. Key Responsibilities and Duties

Communications & Promotions

- Manage all gallery communications – social media, print,
- Manage social media & direct messages
- Update website and blog - exhibitions, special events, etc.
- Production of program and event materials (posters, invitations, social media posts, etc.)
- Delivering print promotions to arts & Indigenous organizations
- Press Releases and communication with media, booking interviews with artists etc.

Membership & Volunteers

- Promote annual membership drive
- Regular newsletter updates – exhibitions, special events, etc.
- Create, print, and send annual mail-outs
- Promote *50-500 Members Exhibition* and manage artist submissions
- Manage Volunteer Program including intake, scheduling & hour tracking.
- Coordinate database management: keep contact, membership and other databases up-to-date and properly maintained including: members, audiences, media, foundations, corporations, individuals and donors.
- Management of Members shop, stocking items, managing webstore, payments

Reception

- Front Facing
- Monitor info@urbanshaman.org email
- Answer telephone and provide information, direct calls
- Opening gallery for visitation (turning on equipment).
- Greeting visitors to the gallery, answer questions as needed

Tours & Workshops

- Book and facilitate tours with schools, community organizations, social-service organizations
- Build school & organization contacts
- Coordinate and facilitate adjunct exhibition workshops, drop-in workshops, and off-site workshops with partners.

Other Gallery Tasks

- Other gallery tasks as needed

Section 4. Qualifications

- Minimum 3-5 years demonstrated experience in a similar scope
- Post-secondary education in communications, graphic design, arts administration, marketing, or a related field, and/or an equivalent combination of education, training, and professional experience an asset
- Strong written and verbal communication skills with experience preparing newsletters, press releases, social media content, promotional materials, and public-facing communications
- Advanced proficiency in Adobe Creative Suite, particularly InDesign, Photoshop, and Illustrator
- Demonstrated experience designing and laying out promotional materials, publications, and digital content using InDesign and Photoshop templates

- Experience creating print and digital promotional materials including posters, invitations, mailouts, and event graphics
- Experience coordinating community outreach, workshops, volunteers, or public programming is considered an asset
- Photography, video editing, and digital content creation skills are considered assets
- Knowledge of and connection to Indigenous arts communities, cultures, and protocols is considered a strong asset
- Valid Drivers License an asset

Urban Shaman encourages applications from members of the designated groups outlined in the Employment Equity Act: Indigenous peoples, persons with disabilities, racialized persons, women, official language minorities, 2SLGBTQIA+ individuals.

***Priority will be given to qualified First Nations, Métis, and Inuit applicants.
Please indicate community in cover letter.***

To apply please submit your:

Cover Letter
CV & Resume
Portfolio (Graphic Design, Communications)
3 References

[to *careers@urbanshaman.org*](mailto:careers@urbanshaman.org)

Deadline: July 17th, 2026