



POSITION: Summer Program Assistant
SUPERVISOR: Manager, Education
CLASSIFICATION: Support

This is a full-time (35 hours per week) contract position expected to begin May 20, 2019 and end August 30, 2019. This position may require occasional weekend and evening work, including during statutory holidays.

The AGH, one of Ontario's largest and most dynamic public art galleries, is looking to hire a Summer Program Assistant, through the Young Canada Works program. The position, reporting to the Manager, Education, will be responsible for working with the Education team to develop and run the summer camp programs at the Gallery and for assisting with planning other education-related activities.

Responsibilities

- Apply understanding of art-making activities, art history and age-appropriate children's activities to develop specific projects for all ages, in coordination with Education team.
- Maintain inventory of available art materials, assess the needs of all camp programs and order or shop for supplies as needed and in keeping with responsible budget management.
- Assist with the preparation and distribution of camp materials including correspondence with past participants, and sending welcome packages to all enrolled campers.
- Assist Education team in recruitment, training and coordination of staff and AGH Volunteers for Summer camp programs.
- Supporting the lead instructor in the provision of camp programming, assist with activities, supervise lunches and after camp care.
- Familiarize yourself in current exhibitions in order to plan exhibition-related activities, design activity books and prepare large print material interpretive resources in support of all current AGH exhibitions and upcoming fall programs.
- Assist in the planning and implementation of family activities throughout the summer, including the Summer Family BBQ and monthly Family Days.
- Assist with planning for forthcoming school programming,
- Assist with other education-related activities as required.

Requirements

To meet Young Canada Works requirements, applicants must:

- be registered in the YCW online candidate inventory (www.youngcanadaworks.gc.ca);
- be between 16 and 30 years of age at the start of employment and be legally entitled to work in Canada;
- willing to commit to the full duration of the work assignment and not have another full-time job (over 30 hours a week) while employed with YCW.
- have been a full-time student (as defined by their educational institution) in the semester preceding their job with YCW; and intend to return to full-time studies in the semester following their job with YCW.

The successful candidate will possess the following qualifications:

- Be currently enrolled in a post-secondary degree or diploma in a related discipline – Fine Art or Studio Art, with a specific interest in museum and gallery work and in arts education.
- Experience in studio art practice and art-making strategies is required;
- Experience working with children ages 5-15;
- Strong leadership skills; previous experience in successfully leading staff and Volunteers;
- Exceptional critical thinking and problem solving skills;
- Superior verbal communication, interpersonal, and teamwork skills;
- Self-starter able to work independently and without supervision;

- The ability to take initiative and manage deadlines and a diverse set of responsibilities;
- Possesses excellent organizational, communication, and group management skills;
- Proficiency with the Microsoft Office suite, and previous database experience.
- Applicants will be asked to submit a police check including a vulnerable sector screening.

Interested applicants can email a cover letter and complete resume to hr@artgalleryofhamilton.com prior to the application deadline of Monday, April 29th, 2019. We encourage applications from all qualified individuals; however, only those under consideration will be contacted

As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. The Art Gallery of Hamilton is committed to providing accommodations throughout the recruitment process. If you require accommodation, please notify us and we will work with you to meet your needs.