



POSITION: Programs & Education Assistant
SUPERVISOR: Manager, Education
CLASSIFICATION: Support

This is a full-time (35 hours per week) contract position expected to begin October 7, 2019 for a period of 6 months. 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 Programs & Education Assistant, through the Young Canada Works program. The position, reporting to the Manager, Education, will be responsible for working with the Programs & Education team to develop and run the summer camp programs at the Gallery and for assisting with planning other education-related activities.

The Programs and Education Assistant will plan, organize and assist in the implementation of our Film Festival Education program, AGH On: Screen Film Education program, and our AGH: On Site school visits program for the 2019/2020 school year. The Programs and Education Assistant will also be responsible for assisting in the development of interactive learning materials and digital assets in order for visitors to engage with throughout their gallery visit such as exhibition-specific activity cards and other interpretive tools for children and families. The Intern will coordinate with other staff and volunteers, work closely with both the AGH's Director, Programs and Education to develop, organize and implement a variety of educational programs ranging from visual arts to media literacy to audiences of all ages. Additionally, this individual will go through extensive docent training in order to serve the gallery as a tour guide to elementary, secondary, and general tour groups as required.

Requirements

To meet Young Canada Works requirements, applicants must:

- be a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent status are not eligible) and are legally entitled to work in Canada;
- be between 16 and 30 years of age at the start of employment and are willing to commit to the full duration of the work assignment;
- will not have another full-time job (over 30 hours a week) while employed with the program;
- are an unemployed or underemployed college or university graduate, that is, not employed full-time;
- are a recent graduate who has graduated from college or university within the last 24 months at the start of employment;
- have not previously participated in or been paid under this or any other Career Focus internship program funded under the Government of Canada's Youth Employment Strategy.

The successful candidate will possess the following qualifications:

- Recent graduate of a university or college level program in Film, Media, Fine Art or Education, with a specific interest in museum and gallery work and in arts education.
- Extensive personal experience with program management and implementation is an asset
- Excellent organization skills, high attention to detail and strong computer skills are an asset
- Fluency in French is not-required, but considered a significant asset for this position.
- Self-starter able to work independently and without supervision;
- Proficiency with the Microsoft Office suite, and previous database experience.
- Applicants will be asked to submit a police check including a vulnerable sector screening.

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.