

JOB CALL

Summer Education Assistant – Summer Position (CSJ)

Employment Site: Art Gallery of Burlington, 1333 Lakeshore Road, Burlington, Ontario

Duration: 8 weeks

Hours: 35 hours/week

Start Date: July 3, 2019

End Date: August 27, 2019

Language of Work: English

Wage: \$15/hour

Number of Positions Available: 1

Job Description:

The Art Gallery of Burlington is looking for a Summer Education Assistant to help with the coordination of the AGB Summer Camps for 2019. The position is offered in partnership with the Canada Summer Jobs program.

Duties:

- Support the Volunteer Coordinator to train and schedule student volunteer support during the camp
- Support the Education staff to assist with implementation of camp activities
- Liaise with parents and staff for individual camper concerns
- Liaise with Volunteer Coordinator regarding student volunteer issues
- Develop a weekly recognition program for volunteers
- Assist with the stocking of supplies related to the camps

The ideal candidate will possess the following qualifications:

- supervisory experience and the ability to manage groups of children between ages 4 and 16 years;
- Preference will be given to students of fine art, art history, museum studies, curatorial studies, or arts administration;
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook, Access);
- Ability to work independently and as part of a team;
- strong organizational, problem solving, liaison and communications skills;
- Detailed-oriented.

The candidate must also be:

- A Canadian citizen or a permanent resident, or have refugee status in Canada;
- Legally entitled to work in Canada;
- Between the ages of 15 and 30 at the start of employment;
- Finished the school term at the start of employment;
- Willing to commit to the full duration of the project;

About the Art Gallery of Burlington:

The Art Gallery of Burlington is Ontario's eighth largest public art gallery by annual expense and holds a nationally significant collection of contemporary Canadian ceramic art. The AGB's 50,000 square foot facility includes 6,000 square feet of exhibition space and 25,000 square feet of studio facilities. Over 600 studio members of the AGB make extensive use of the AGB's studios. <https://artgalleryofburlington.com/>

The Art Gallery of Burlington is located in Burlington, Ontario, Canada, at the head of Lake Ontario, within the Dish with One Spoon Wampum Belt Covenant and the Treaty Lands and Territory of the Mississaugas of the New Credit First Nation.

The AGB is an equal opportunity employer and encourages applications from the Government of Canada's job equity groups.

Applications will be accepted until 1pm (EST) on Friday May 10, 2019. Please send your cover letter and resume to farrukh@agb.life