



**ART GALLERY
BURLINGTON**

PROGRAM AND VISITOR SERVICES ASSISTANT (CONTRACT, YOUNG CANADA WORKS)

Duration: 16 Weeks

Start Date: November 30, 2020

End Date: March 26th, 2021

35 hours per week, Tuesday through Saturday

Rate of Pay: \$18 per hour

We acknowledge that the land where we are located is part of the ancient Dish With One Spoon Treaty and also the Brant Tract Purchase, Treaty No. 3 3/4 of 1795, 1797 and 2010, and we are grateful to the Mississaugas of the Credit First Nation and the Six Nations of the Grand River for sharing this territory with us.

About the Art Gallery of Burlington:

The Art Gallery of Burlington (AGB) is a public art gallery devoted to supporting art, craft and related thought. The AGB is home of and partner to Arts Burlington, our region's largest association of artistic producers. AGB was founded in 1978.

We operate a 44,000 square foot facility that incorporates 20,000 square feet of studios used by artists at all levels of skill and achievement. We are a gathering place for experiences, ideas and conversations through exhibitions and publications that offer critical engagement with contemporary art. Our programming initiatives push the boundaries of traditional arts education by supporting artists, youth and the wider community in their personal, professional and artistic development, and by leading in the study and preservation of contemporary Canadian ceramics.

We are home to three exhibition spaces, the largest permanent collection of contemporary Canadian ceramics in the country, and a vast slate of intellectually rigorous programming including ancillary programs supporting seasonal exhibitions, and a host of camps, courses for adults and youth, and outreach programs to service providers across the Halton region.

Position Summary:

The Art Gallery of Burlington is seeking to add organized, personable, self-motivated and creative full-time Program and Visitor Services Assistant to its team.

Within this position, this internship candidate will aid in the research, planning, and delivery of programs at the AGB including our Winter 2021 course schedule, and preparation for the launch of our new programming initiative *AGB Digital*, a slate of programs for youth and adults delivered to/with programming partners, and to the general public. This candidate will also be required to work onsite in the gallery twice per week in support of visitor services as a Greeter. Due to flexibilities implemented in response to COVID-19, much of this position will be performed remotely, supervised by the AGB Associate Educator through both weekly video conferencing meetings, occasional Programming Department meetings via video conferencing, and one-on-one meetings via phone as needed.

The ideal candidate will be a student or recent graduate of a university or college program in Art Education, Art History, Curatorial Practice, Studio Art, Media Arts, Craft or Design, or have equivalent experience. They will have a specific interest in educational programming or public gallery work; personal experience with studio art, administration, and professional experience in gallery or museum program/project planning and implementation is an asset. Organizational skills, attention to detail and strong computer skills are an asset. Applicants may be asked to submit a police check. The ability to take part in video and teleconferencing (Zoom, Cisco Webex) is mandatory.

Equity and Diversity:

As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population of Burlington, including Canada's job equity groups: women, visible and invisible minorities, First Nations and Indigenous peoples, persons with disabilities, and persons across the spectrum of sexual orientation or gender identity. We encourage you to self-identify during the recruitment process. In addition, the Art Gallery of Burlington 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.

How to Apply:

Please forward a resume and cover letter (1-page maximum) describing your qualifications to Tara Bursey, Associate Educator at tara@agb.life by **November 20, 2020 at 5 pm**.

Please note: This position is supported by Young Canada Works at Building Careers in Heritage, a government program that offers several types of internships, and supports organizations from the heritage, arts and cultural sectors. To apply for this position, you must be between 16 and 30 years of age, and legally entitled to work in Canada.

<https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/careers-heritage-graduates.html>