

OUTREACH PROGRAMS ASSISTANT (summer term)

- **Program stream:** Canada Summer Jobs
- **Job title:** Outreach Programs Assistant
- **Organization name:** Kitchener-Waterloo Art Gallery
- **Job location:** Kitchener, Ontario
- **Length of assignment:** 2023-06-26 to 2023-08-18
- **Hourly wage:** \$15.50/hr for 35hrs a week

The Kitchener-Waterloo Art Gallery is Waterloo Region's oldest, largest, and leading public art gallery with a mission to connect people and ideas through art, focusing on the best of contemporary culture.

The Gallery is looking to fill one position of **Outreach Programs Assistant** to join our team of creative individuals that facilitate the Gallery's Summer programming. The Outreach Programs Assistant will have an integral role in the continuation and growth of the Kitchener-Waterloo Art Gallery's community outreach initiatives and will work closely with the Public Programs Coordinator to develop and implement art-making activities that engage with existing and new audiences, to contribute to increase the cultural capital of the community and support accessibility. The individual will also contribute to the execution of a new initiative the Gallery is working on; Art in the Park, which encourages community members to connect with the arts and with each other in our local parks. This position will mostly work Monday to Friday, but some weekend work will be required.

Specific tasks include but are not limited to:

- Developing, preparing, administering and evaluating a variety of art-making activities that engage a variety of audiences and foster creativity and fine art skill-building at off-site events and festivals, such as a new initiative, Art in the Park, throughout the summer
- Acting as an ambassador for Kitchener-Waterloo Art Gallery at off-site events and festivals by engaging the community in a positive art-making experience and growing our network for potential audiences
- Working with diverse community partners to establish a positive, welcoming environment for all ages to engage in activities at the Art Gallery and the community
- Providing additional administrative assistance and program delivery support during six weeks of Summer Arts Camps
- Regularly evaluating outreach programs and participation in events, and recommend appropriate improvements

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101 Queen Street North, Kitchener ON N2H 6P7

You could be our ideal candidate if you:

- Are currently enrolled in college or university program in the following areas: art history, studio arts, cultural/museum studies, cultural management, or education, or related field
- Are 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)
- Are legally entitled to work in Canada
- Are between 15 and 30 years of age at the start of employment
- Are willing to commit to the full duration of the work assignment
- Will not have another full-time job (over 30 hours a week) or other Canada Summer jobs position during the Canada Summer Jobs (CSJ) work assignment
- Have previous experience in the arts and culture sector and/or working with children and youth
- Demonstrate effective interpersonal and communication skills
- Are highly organized
- Are outgoing, energetic, and eager to lead a variety of camp activities and games
- Are proficient with Microsoft Word and Excel
- Can provide a clear Criminal Reference Check (including vulnerable sector)
- Possess basic First Aid & CPR (an asset)

To be considered for this opportunity, please submit your cover letter and resume by emailing the Kitchener-Waterloo Art Gallery's Director of Finance and Administration, Jenna Winter, jwinter@kwag.on.ca, on or before 5:00pm on Monday May 15, 2023.

The Kitchener-Waterloo Art Gallery is committed to advancing anti-racism, equity, accessibility, and inclusion. We value diversity and encourage applications from all qualified individuals, including candidates from diverse cultures, racialized communities, all abilities, all sexual identities and genders.