

SUMMER PROGRAMS ASSISTANT (summer term)

- **Program stream:** Canada Summer Jobs
- **Job title:** Summer Programs Assistant
- **Organization name:** Kitchener-Waterloo Art Gallery
- **Job location:** Kitchener, Ontario
- **Length of assignment:** 2023-06-26 to 2023-08-18 (Monday to Friday)
- **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 **Summer Programs Assistant** to join our team of creative individuals that facilitate the Gallery's Summer programming. This is an exceptional opportunity to gain hands-on experience in a cultural institution. The Summer Programs Assistant will contribute to developing and delivering high-quality activities that foster creativity and fine art skill-building for children participating in summer camps aged 7-13 years. The Summer Programs Assistant will work closely with the Public Programs Coordinator and Artist Educators to promote a positive and engaging environment for all summer camp participants.

Specific tasks include but are not limited to:

- Assisting with material management, including preparing studio supplies, tools, and workspace
- Designing and implementing age and developmentally appropriate recreational activities for campers during breaks
- Working collaboratively with Artist Educators to discuss project details, lesson plans, and daily responsibilities;
- Helping participants develop an understanding of art working processes and acquire skills and competences
- Greeting parents and children every morning and overseeing sign-in and sign-out by an authorized adult at the end of each day
- Supervising and ensuring the safety and well-being of campers throughout the day (including lunchtime, breaks and extended care hours)
- Planning for and overseeing the curation of weekly Friday afternoon camper exhibition
- Maintaining a weekly inventory of the studio and informing the Public Programs Coordinator of required art supplies when needed
- Assisting with Summer Art Camp conclusion and evaluation (including studio inventory)

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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.