



**Educational Program Assistant**

**Number of Positions: 3**

**Length of assignment: 2023-06-05 - 2023-08-25**

**Hourly wage: \$17.50**

The Art Gallery of Guelph seeks three outgoing, competent, detail-oriented candidates who will support the gallery's educational planning and programs. The following tasks are central to the position: research into AGG art collections for relevant themes as well as sector trends in educational engagement, public engagement, program and event development based on AGG strategic priorities, preparatory work related to programs and events, program delivery and event management, as well as reporting and documentation of educational programs.

Post-secondary training in visual arts, art history or art education is an asset, as well as strong critical thinking, and superior written and verbal communication skills. Must be able to thrive in a dynamic, collaborative, and deadline-driven environment. Confidence and ability to speak to individual members of the public (all ages) as well as in front of small and large groups of people is an asset. This position reports to the Finance & Operations Manager and works closely with the Community Engagement Coordinator and other staff.

Field of Study: Fine Art / Art History / Art Education

Level of Education: University

Computers/Equipment: Basic computer skills (including word/image processing software, social media tools, web-based research, online educational platforms), POS (point-of-sale) systems, digital A/V equipment, digital camera/scanner.

The ideal candidates will:

- be currently enrolled in graduate or undergraduate studies in Art, Art History, or Art Education
- have experience using PC operating systems
- be proficient using MS Office, including Word, Excel, and PowerPoint to create, edit, and save documents, Outlook to create, share, and manage e-mail and attachments, and Zoom for program delivery
- have excellent verbal communication skills, including an ability to address individuals and groups
- experience in program development in museum settings
- have excellent written communication skills, including an understanding of differences in writing for child, youth, and adult audiences
- feel comfortable engaging children and youth in age-appropriate and enthusiastic conversations about art, culture, and heritage

- preferably have experience developing and delivering arts-based and/or exhibition-related programs for child and/or youth audiences
- have some experience with digital content generation and delivery

The AGG is committed to an employment equity program that includes measures to achieve diversity among its staff. We encourage applications from all qualified youth, including those from Indigenous and racialized communities, LGBTQ2+ youth, and youth living with disabilities. We will only interview candidates that meet the eligibility criteria for participation in Young Canada Works in Heritage Organizations and/or Canada Summer Jobs.

Terms: This is a 12-week, full-time, contract position from June 5 to August 25, 2023. The rate of pay is \$17.50 per hour, based on 35 hours per week. Orientation and training are provided.

#### About the Gallery:

The AGG is widely known for its exhibition programs and for its collections of more than 10,000 works of art, which jointly cover three centuries of Canadian and international art. The AGG has a broad public role, supported by its relationship to three sponsors: the University of Guelph, the City of Guelph, and the Upper Grand District School Board. The gallery is housed in a renovated historic building (dating to 1904) and features a Sculpture Park on the adjacent grounds. The Sculpture Park is the largest outdoor art collection at a public gallery in Canada, with 41 permanently sited works representing artists from across Canada. Known internationally for its Canadian contemporary art collection, historical European print collection, and for its Inuit and First Nations collections, the AGG produces 12-15 exhibitions per year, some of which tour regionally, nationally, and internationally. For more information, visit our website: [www.artgalleryofguelph.ca](http://www.artgalleryofguelph.ca).

#### Characteristics of City/Region:

The Art Gallery of Guelph (AGG) is the principal public art gallery serving Guelph and the surrounding region. Guelph is a vibrant city situated in the heart of southern Ontario, just 100 km west of Toronto. With one of Canada's premier research-based universities (University of Guelph) and a diversity of manufacturing, service, and high technology enterprises in the region, Guelph is among Canada's most arts-intensive and socially engaged communities, and one of the fastest growing economic regions in the country. More information about the City of Guelph may be found here: [www.guelph.ca](http://www.guelph.ca).

To apply, please apply via email to [info@artgalleryofguelph.ca](mailto:info@artgalleryofguelph.ca). Subject: Educational Program Assistant. Deadline to apply: **April 16, 2023**

We would like to thank all candidates for their interest, but only those selected for an interview will be contacted.