

YCW Summer Program Assistant 2021 Job Posting

Program stream:

Young Canada Works in Heritage Organizations

Job title:

Summer Programs Assistant

Organization name:

Kelowna Art Gallery

Job location:

Kelowna, BC

Length of assignment:

2020-05-24 - 2020-08-27 (10 Weeks)

Hourly wage:

\$16.50

The Kelowna Art Gallery is hiring two Summer Programs Assistants to organize and teach our Art Adventures summer art camps for children and youth ages 3 to 18. Candidates will be expected to work directly with children and the public in accordance with current Covid-19 provincial health guidelines. The Summer Programs Assistants will develop programming and activities, manage a budget, manage email communication and a booking calendar, and maintain organization and cleanliness of Gallery spaces. This role will require production of digital assets including videos, print materials, social media content, and digital marketing materials. Additionally, the Summer Programs Assistants will be called upon to complete various tasks within the Gallery's Public Programs department as required.

Training will be provided on gallery procedures, working with various ages of children, creative educational programming development, digital media production, volunteer management, and budget management.

This position is based on the YCW eligibility requirements. Candidates **must** be full-time college or university students between the ages of 18 and 30 and returning to full-time studies in the fall of 2021.

The ideal candidate for this position will possess the following:

- Currently enrolled in a college or university program specializing in fine arts, art history, or education
- Previous experience in a gallery or museum environment is an asset
- An intermediate level of computer and technological skills including the ability to produce, shoot and edit video content, generate social media materials, and design print materials as required. Use of Microsoft Office Suite will be required for daily tasks and communication.
- Experienced working with children and youth
- Experienced developing age-appropriate art activities and lesson plans
- Comfortable speaking with a diverse public
- Organized, self-motivated and works well with a team
- Knowledgeable of various art materials and techniques
- Experience coordinating and supervising volunteers

Please e-mail cover letter and resume to: hr@kelownaartgallery.com

The Kelowna Art Gallery is an equal opportunity employer and encourages applications from self-identified members of underserved communities as well as visible and invisible minority groups. We thank all who express interest in this position, however, only those selected for an interview will be contacted. No phone calls please.