



**Job Title:** Public Programming Assistant

**Start Date:** Tuesday September 6, 2022

**Hours:** Up to 25 hours/week

**Hourly rate:** \$19.50

**Positions Available:** 1

**Application Deadline:** Friday July 15, 2022

The Public Programming Assistant will be responsible for a variety of public and curriculum-based tours and programs, which they will also lead. The PP Assistant will also assist with additional educational and community programs as required. The PP Assistant will be supervised and work closely with the Education Coordinators.

#### **Primary Duties and Responsibilities**

- Lead educational exhibition tours to all ages
  - Learn current exhibition content to ensure accurate delivery of tour programming
  - Facilitate hands-on art activities
  - Write tour notes, outlines, and teacher's guide activities as required
- Lead and assist with other public programs as necessary
  - Spring break and summer camps
  - Special events programming including Canada Day, Downtown Light Up, Family Day and Asian Heritage Month etc.
  - Weekend programming
- Assist with the implementation and administration of adult and teen art classes
- Provide administrative support for the Education Coordinators including calendar management, dealing with tour bookings and class inquiries, volunteer scheduling, email communication and additional projects
- Maintain cleanliness and organization of Art Lab, The Front space, public programming supply shelves and programming office
- Conduct outreach for specific programs including seniors' tours, private tours etc.
- Pick up and prepare supplies for public programming activities and school tours
- Research, create, and implement activities for the Art Lab as required
- Assist with special event setup and take down as required
- Monitor gallery safety as required (enforcing gallery rules, etc.)
- Maintain email communication with relevant gallery staff
- Assist with other public programs as required

#### **Positions Supervised**

Oversee docents and volunteers during delivery of educational exhibition tours and programs

**Hours**

8.30-1.30 hours Monday to Friday. Flexibility is required to cover holidays and absences.

Working hours may vary based on programs running and a variable workload. Working evening and weekends may be required when necessary.

**Skills Required**

- Degree or diploma in education, visual arts, art history, or another related field
- Experience in a museum, gallery, or teaching context dealing with front-line tasks and working with the public
- Enjoys working with children and people in a social learning environment
- Excellent customer service skills
- Flexible and organized
- Maintains health and safety standards
- Knowledge of art history, as well as artistic techniques and materials is ideal
- Able to lift loads up to 25 pounds
- Class 5 BC Driver's License

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.

Please email a cover letter and resume to: [hr@kelownaartgallery.com](mailto:hr@kelownaartgallery.com)