

**Gallery Education Assistant, Koffler Gallery**  
**Young Canada Works in Heritage Organizations (Summer Jobs for Students)**  
**12-week Internship**  
**Starts: Monday, June 3, 2019 | Ends: Friday, August 23, 2019**  
**Wage: \$15/hr, 37.5 hrs/week**

**DEADLINE TO APPLY: Friday, May 10, 2019**

The Koffler Gallery is seeking a friendly, energetic and organized individual with an interest in gaining valuable experience within the field of arts education. Working in a creative and vibrant setting, the Gallery Education Assistant will help the Koffler Gallery's education team in supervising the Gallery space during public hours, engaging with visitors, guiding summer educational programs, and increasing the number of educational programs offered. Daily administrative tasks also include: assisting with the planning, coordination, and management of various events including workshops, opening receptions, and gallery tours. This position also includes a research component in which the candidate will compile a series of reading materials pertaining to the gallery exhibitions, which will serve in developing the 2019 education programs, as well as contributing to the Koffler Gallery's offsite lecture series.

The Koffler Gallery operates under the umbrella of the Koffler Centre of the Arts as a forum for the presentation and development of contemporary visual art that reflects diverse cultural, material and aesthetic perspectives, generating critical discussions around ideas of our time. Featuring a year-round program of exhibitions, publications, public programs and educational initiatives, the Koffler Gallery fosters new production while equally aiming to expand the visibility of existing work by Canadian and international artists. The program positions the contemporary Jewish experience in a context of comparative discussions of identity, memory and place.

*\*\*\* PLEASE NOTE: This position is Monday to Friday for the first two weeks ONLY. The position then shifts to Saturdays to Wednesdays for the remainder of the internship. \*\*\**

### **Description of tasks**

- Supervising the Gallery space during public hours 5 days/week, including weekends and some evenings, greeting and assisting visitors, encouraging conversations, leading formal and informal tours and providing general information concerning current exhibitions as well as Gallery program and history
- Being involved in day-to-day, ongoing programming and administrative tasks, including but not limited to event coordination, development of educational programs and materials, volunteer management, and delivery of programming
- Preparing materials and setting up the gallery for educational visits and workshops
- Guiding educational workshops for youth during summer exhibition
- Evaluating each individual program upon completion providing methods of improvement and feedback used for future program development
- Assisting in the research and development of Koffler Gallery's offsite educational programs
- Researching reading material pertaining to the Gallery's programs for the education team

### **Candidate Profile**

- Enrolment in current university studies in Visual Arts, Art History, Arts Education, Arts Management, or a related field is mandatory
- Excellent written and oral communication and interpersonal skills, including public speaking and presentation experience
- Excellent organizational and research skills
- Ability to multi-task and work well independently and within a team
- Experience working within an educational and creative setting
- Ability to work 30 to 40 hours per week for all twelve (12) weeks (mandatory), from June to August, including weekends and some evenings; ability to be flexible regarding work schedule (days/times)
- Eligible for Young Canada Works in Heritage Organizations (summer jobs for students): are a Canadian citizen or a permanent resident, or have refugee status in Canada; are legally entitled to work in Canada; will not have another full-time job while employed in the YCW job; have registered as a full-time student\* in the semester preceding the YCW job (\*as defined by their educational institution); and intend to return to full-time studies in the semester following the YCW work assignment; be registered in the YCW online candidate inventory; be aged 30 or younger at the start of employment
- Experience working with children is an asset
- Fluency in French is an asset

Please submit an application online through the Young Canada Works portal or send a cover letter and CV to Patricia Ritacca by Friday, May 10, 2019 via e-mail\* to:

**Patricia Ritacca, Public Engagement Coordinator, Koffler Gallery**  
[pritacca@kofflerarts.org](mailto:pritacca@kofflerarts.org)

*\*Please note: candidates must still fill out an online profile through the YCW portal.*

The Koffler is committed to equity, diversity and accessibility in the workplace and welcomes and encourages applications from Indigenous, Black and racialized peoples, people who identify as 2SLGBTQ+, women and non-binary people, and persons with disabilities. To request any access solutions that you may require to participate in the application and recruitment process, please contact [pritacca@kofflerarts.org](mailto:pritacca@kofflerarts.org) to discuss your needs.