

Gallery Education Assistant, Koffler Gallery

Canada Summer Jobs

9-week Internship

Starts: Monday, June 17, 2019

Wage: \$15/hr, 30 hrs/week, Monday – Friday

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 and curatorial team in supervising the Gallery space during public hours, engaging with visitors, guiding summer educational programs, and increasing educational initiatives. 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 contribute to the Koffler Gallery's offsite lecture series, assist in curatorial research and logistics for future Koffler Gallery exhibitions, and will compile a series of reading materials related to upcoming exhibitions, which will serve in developing the 2019 education programs.

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, promoting ideals of social justice, equality and inclusiveness.

Gallery Education Assistant duties include:

- Supervising the Gallery space during public hours, greeting visitors, encouraging conversations, leading formal and informal tours and providing general information concerning the Gallery program and history.
- Being involved in ongoing programming tasks, such as: event coordination, development of educational programs and materials, administrative duties, volunteer management, outreach and program delivery.
- Working with the education team to develop self-guided tours and interactive educational programs for members of the public; assisting with education programs and in gallery hands-on activities; preparing materials and setting up the gallery for educational visits and workshops.
- Assisting in the research, development and facilitation of Koffler Gallery's offsite educational programs.
- Researching reading material pertaining to the Gallery's programs for the education team.
- Contributing to the Koffler Gallery's *Counter-Narratives* Art History series; researching and creating a lecture and accompanying slideshow.
- Researching and developing reading materials and educational programs (in collaboration with the education team) for the Koffler Gallery's 2019 fall exhibition, *Undomesticated*.

- Assisting with curatorial research and logistics for the Gallery's upcoming 2019-2020 exhibitions
- Assisting in the evaluation of the Koffler Gallery's summer exhibition; contributing to the internal and external reports.

Candidate Profile

- Enrollment in current university/college studies or graduate in Visual Arts, Art History, Arts Education, Arts Management, or a related field
- 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 hours a week for all nine (9) weeks (mandatory), starting Monday, June 17th including some evenings
- Eligible for Canada Summer Jobs:
 - be 30 years of age or younger at the start of the employment
 - be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment
 - have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
- Experience working with children is an asset
- Fluency in French is an asset

Please submit a cover letter and CV by Friday, May 10, 2019 via e-mail to:

Patricia Ritacca, Public Engagement Coordinator, Koffler Gallery
pritacca@kofflerarts.org

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 to discuss your needs.