

Education & Public Engagement Assistant

Koffler Gallery

16-week Internship

- Starts: Monday, May 10, 2021
- Ends: Sunday, August 29, 2021
- Wage: \$18.00/hr for 30 - 35 hrs/wk

DEADLINE TO APPLY: Monday, April 26, 2021

The Koffler Gallery is seeking a friendly, dynamic and organized individual to join our dedicated team and support the development of arts education programs. The Education & Public Engagement Assistant will assist in supervising the Gallery space during public hours, engaging with visitors, leading small group tours, ensuring the safety of the public and the adherence to current pandemic-related health guidelines, and assisting in the development, facilitation and promotion of virtual education programs. The Education & Public Engagement Assistant will also assist in research for future Koffler Gallery exhibitions and initiatives, such as the offsite lecture series *Counter Narratives*, which counteracts the dominance of Eurocentric arts education in schools. In addition, the intern will compile a series of reading materials related to upcoming projects, which will serve in developing future education programs, as well as manage and create content for the Koffler Education Instagram account.

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.

** PLEASE NOTE: responsibilities and schedule are subject to change due to the ongoing impact of the COVID-19 pandemic. Although this is an in-person, gallery attendant and educator position (5 days a week from Wednesday - Sunday during the exhibition period), responsibilities may shift to a virtual and research focused position in the event of mandated gallery closures.*

Description of tasks:

- Supervising the Gallery space during public hours 5 days/week from Wednesday - Sunday during the exhibition period, greeting visitors and encouraging conversations (at a safe distance), leading small group tours of the current exhibition, ensuring artwork safety and providing general information concerning the Gallery program and history

- Ensuring general safety of the public and monitoring audience capacity and flow in accordance with Ontario Public Health regulations
- Developing and delivering Koffler Gallery's virtual education programs
- Outreach to partner organizations and schools regarding various educational initiatives
- Supporting the research and development of reading materials and educational programs for the Koffler Gallery's 2021 exhibitions and various education initiatives
- Evaluation of the Koffler Gallery's spring exhibition by contributing to the internal and external reports
- Managing and creating content for the Koffler Education Instagram account

Candidate profile:

- Current student or graduate in Visual Arts, Art History, Arts Education, Arts Management, or a related field is mandatory
- Excellent written and oral communication and interpersonal skills; experience in public speaking
- Excellent organizational and research skills
- Experience in virtual programming and working familiarity with online platforms including Zoom, Vimeo and Google Classroom an asset
- Experience with social media (specifically Instagram)
- Ability to multi-task and work well independently and within a team (virtually and in person)
- Experience working within an educational and creative setting
- Flexibility with regards to responsibilities and scheduling
- Ability to work 30 to 35 hours per week for all sixteen (16) weeks (mandatory), from May to August, including weekends
- Understanding of equity and anti-oppression principles, and lived experience as a Black, Indigenous or person of colour are assets

Application Deadline: Monday, April 26, 2021

Please submit a brief cover letter and CV with the subject 'Education & Public Engagement Assistant Position' to:

Patricia Ritacca, Education & Public Engagement Manager, 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 Patricia Ritacca, Education & Public Engagement Manager, Koffler Gallery, at pritacca@kofflerarts.org.

No phone calls please. We thank all applicants for their interest; only those selected for further consideration will be contacted. Please note that interviews will be conducted virtually.