

Gallery Education Assistant

Young Canada Works in Heritage Organizations, summer jobs for students

Koffler Gallery

12-week Internship

- Starts: Monday, June 7, 2021
- Ends: Friday, August 27, 2021
- Wage: \$18/hr for 35 hrs/wk
- Wednesdays–Sundays, 7 hours/day (11 AM – 6 PM) **Note: First week of training will be Monday–Friday*

DEADLINE TO APPLY: Friday, May 14, 2021

The Koffler Gallery is seeking a friendly, dynamic and organized individual with an interest in gaining valuable experience within the field of arts education. 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, leading small group tours, ensuring the safety of the public, and assisting in the development and facilitation of summer virtual educational programs. The Gallery Education 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 uncertainty related to the COVID-19 pandemic. Although this is an in-person, gallery attendant and educator position (5 days a week from Wednesday - Sunday), responsibilities may shift to a virtual and research focused position in the event of a mandated gallery closure.*

Description of tasks:

- Supervising the Gallery space during public hours 5 days/week from Wednesday - Sunday, 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
- Managing the Koffler's online booking system
- Development, administration, and delivery of Koffler Gallery's summer educational initiatives (virtual tours, virtual workshops, outdoor activities)
- Evaluating each program upon completion providing methods of improvement and feedback for future program development
- Researching reading material pertaining to the Gallery's programs for the education team
- Assisting in outreach to partner organizations, camps, and schools regarding virtual and outdoor educational initiatives
- Contributing to the Koffler Gallery's Counter Narratives series; researching and creating lesson plans and related activities
- Evaluating the Koffler Gallery's summer exhibition by contributing to the internal and external reports
- Creating content for and managing the Koffler Education Instagram account
- Supporting the research of reading materials and development of educational programs for the Koffler Gallery's 2021/22 fall and winter exhibitions

Candidate Profile:

- Full-Time post-secondary students aged 30 or younger (at the start of employment) who intend to return to full-time studies in the next academic semester in Visual Arts, Art History, Arts Education, Arts Management, or a related field is mandatory
- Excellent written and oral communication skills, including public speaking and presentation experience
- Excellent organizational and research skills
- Ability to multi-task and work well independently and within a team (virtually and in person)
- Experience working within an educational and creative setting
- Strong interpersonal skills
- Flexibility with regards to responsibilities and scheduling
- Proficiency in the use of: Zoom, Standard Office software (such as Word and Excel) as well as communications / document sharing software (Gmail, Google Calendar, and Google Drive)
- Ability to work 30 to 40 hours per week for all twelve (12) weeks (mandatory), from June to August, including weekends
- 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 (Non-Canadian students or graduates holding temporary work visas or awaiting permanent status are not eligible); are legally entitled to work in Canada; will not have another full-time job while employed in the YCW job; have completed the school year at the start of employment; have

registered as a full-time student in the semester preceding the YCW job (as defined by their educational institution); and return to full-time studies in the semester immediately following the YCW job; be registered in the YCW online candidate inventory; be aged 30 or younger at the start of employment; be willing to commit to the full duration of the work assignment

- Experience working with children is an asset
- Experience in virtual programming is an asset
- Understanding of equity and anti-oppression principles, and lived experience as a Black, Indigenous or person of colour are assets

Application Deadline: Friday, May 14, 2021

Please submit an application online through the Young Canada Works portal: <https://young-canada-works.canada.ca/>

Please include a brief cover letter and a CV.

More information about Young Canada Works in Heritage Organizations can be found at: <https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/heritage-organizations-students.html>

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 and Public Engagement Manager, at pritacca@kofflerarts.org to discuss your needs.

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.