



Summer Employment Opportunity
Cultural Programs Assistant
Full time: 35 hrs/wk
Pay rate: \$18.50/hr

Thinking about a future as an art educator? The Reach is seeking mature, motivated candidates who have an interest in education, particularly in the art gallery and/or museum setting, for the summer position of Cultural Programs Assistant.

Under the supervision of the Curator of Learning and Community Engagement, the Cultural Programs Assistants will develop summer camps for children (6-10) and youth (11-13). During the work term, the Cultural Programs Assistant will gain practical, hands-on experience in several areas of museum and gallery operations, with a focus on public and educational programming.

What you'll learn:

- Art gallery and museum principles and practices;
- Educational program development, instruction, and classroom management;
- Art materials preparation, supply ordering, and inventory;
- Project management and evaluation.

What you'll do:

- Plan summer camp programming through the development of educational art lessons;
- Deliver 8 weeks of week-long summer camps to small groups of up to 15 children and youth;
- Assist in the promotion of The Reach's summer camps, exhibitions, and other activities when and where possible;
- Evaluate the program and assist in gathering participant survey feedback.

If you are a returning post-secondary student studying education, visual art, art history, museum studies, history, cultural studies, or a field related to culture and heritage, this opportunity is for you!

Our ideal candidate is mature and responsible and has excellent communication and interpersonal skills. Experience working with children and/or youth, good administrative and time management skills, and familiarity with Microsoft Office programs is desirable. Creativity and artistic skills and knowledge will be considered an asset. Our candidate will be comfortable working with the public and must be capable of working effectively independently or in a group setting. Candidates must have a valid criminal record check and driver's license.

The Reach is an equal opportunity employer and encourages applications from candidates who are Indigenous, visible minorities, persons who are differently abled, LGBTQ2+, or new Canadians.

Rate of pay: \$18.50 plus 4% vacation pay
Proposed Work Term: June-August (8-12 Weeks)

Eligibility

Applicants wishing to be considered for this job must be:

- a Canadian citizen or a permanent resident, or have refugee status in Canada;
 - Note: non-Canadians holding temporary work visas or awaiting permanent status are not eligible.
- legally entitled to work in Canada;
- 16-30 years of age at the start of employment;
- willing to commit to the full duration of the work assignment;
- not have another full-time job (over 30 hours a week);
- intending to return to full-time studies in the semester following the work term.

We will only interview candidates that have registered for the Young Canada Works in Heritage Organizations (YCW-HO) inventory. Learn more here: <https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/heritage-organizations-students.html>

How to Apply

Cover letters and resumes will be accepted electronically and must be emailed to the Curator of Learning & Community Engagement, Andrea Orlosky, at aorlosky@thereach.ca

Email your application documents as PDFs and include your name and “Cultural Programs Assistant” in the subject line.

Applications must be received by 11:59pm on Sunday April 7, 2024.

We thank all applicants for their interest, however only applicants selected for an interview will be contacted.

Please note that this position is dependent upon the successful receipt of funding from the Young Canada Works in Heritage Organizations program.