



**Position: Art Education Assistant**

**Salary:** \$16.80/hour

**Hours:** Regular, Part-time, 4-10 hours/week, Wednesdays & Sundays

**Contract Term:** September 2022 - June 2023

**Position Overview:**

Nanaimo Art Gallery is looking to add a new member to our team! The Art Education Assistant shares Nanaimo Art Gallery's commitment to engage and inspire the community through art, as well as our values of relevance, relationships, innovation, and openness. The Art Education Assistant is responsible for delivering innovative hands-on art programming.

Under the direction of our Education team, the Art Education Assistant will facilitate Art Lab Sundays, a bi-monthly drop-in program for all ages, and Teen Art Drop-In, a weekly drop-in program for ages 12-17. They will manage volunteers and assist visiting artists, while providing excellent customer service to all program participants. They will be a part of a passionate team and will receive support and monthly training to expand Gallery knowledge, knowledge of contemporary art, and customer service skills.

**Specific Duties and Responsibilities:**

The Art Education Assistant responsibilities will include, but may not be limited to:

- Facilitating two regular drop-in art programs, one for all ages and one for youth aged 12-17
- Working directly with participants to support project work, provide technical hands-on help, and guidance as necessary
- Setting up the education space including tables and chairs, preparing supplies, cleaning up, and locking up the Gallery at the end of each program
- Managing volunteers and assisting guest artists
- Helping to create a welcoming and motivating environment
- Other duties as assigned

**Requirements: (Qualifications, Knowledge, Education and Skills)**

- Grade 12 graduate or equivalent
- Clear and confident communicator with strong written and oral communication skills
- Ability and willingness to work with the public of all ages
- Creative, enthusiastic, adaptable and self motivated
- Ability to move folding tables, chairs and other equipment
- Experience working with youth ages 12-17
- Desire to contribute to and collaborate with a creative team
- Available to work Wednesdays from 3:30-6:30pm, and one Sunday a month from 12:30-4:30pm
- Love of arts and culture

### **Preferred Qualifications**

- Proficiency in common communication tools (MS Office, Google Suite, Zoom, etc.)
- Experience teaching in a formal or informal setting
- First Aid and/or Serving It Right Training

### **To Apply**

Please submit a cover letter, detailed resume and 3 references by email to [aisha@nanaimoartgallery.ca](mailto:aisha@nanaimoartgallery.ca) with the subject heading “Art Education Assistant.”

**Closing date for applications is September 9, 2022 at 5pm.** Only those selected for an interview will be contacted.

Nanaimo Art Gallery hires on the basis of merit and is strongly committed to equity and diversity within its community. Preference will be given to Indigenous applicants, with priority given to members of the Snuneymuxw community.

The Gallery encourages applications from visible minority group members, women, Indigenous persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities. Students from other parts of the country and those with English as a second language are encouraged to apply.

Employees working directly with children and vulnerable members of the public are required to obtain a criminal record check.

*It is currently a requirement of employment at Nanaimo Art Gallery that all employees disclose their COVID-19 vaccination status. Employees who are unvaccinated or who choose not to disclose their vaccination status may be subject to secondary safety measures, including rapid testing.*

Date prepared: August 2022