



Position: Summer Community Engagement Assistant

Salary: \$17.50/hour

Hours: Summer contract, full time, 37.5 hour/week

Contract Term: 16 weeks, May 8 - August 25, 2023

Position Overview:

Nanaimo Art Gallery is looking to add a new member to our team! The Community Engagement Assistant shares Nanaimo Art Gallery's values of relevance, relationships, innovation, and openness, and is responsible for expanding the reach of our programs within the community.

The Community Engagement Assistant will be responsible for engaging with Nanaimo communities at different events throughout the summer, developing new ways to track visitor experience, and helping with social media marketing.

Under the direction of our Education team, the Community Engagement Assistant will create visitor surveys and tracking materials to help to improve the visitor experience, represent the Gallery at community events, conduct surveys and engage with the community around the development of a new facility, attend meetings with community partners, create social media marketing materials, and plan and facilitate programming for all ages in response to the the exhibition, and will assist with events and visitor services tasks.

Specific Duties and Responsibilities:

The Community Engagement Assistant's responsibilities will include, but may not be limited to:

- Assisting with the coordination and facilitation of programs and on-site and off-site community events (such as Night Market, Pride, Bathtub Races, etc.)
- Conducting surveys and engagement around the development of a new facility
- Attending meetings with community partners
- Recruiting and scheduling volunteers
- Researching visitor trends in museums and galleries, and creating visitor tracking materials
- Creating and scheduling social media posts
- Providing staffing support to summer camps and at the front desk
- Other duties as assigned
- Will include some weekend and evening work

Requirements: (Qualifications, Knowledge, Education and Skills)

- 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
- Love of arts and culture
- Desire to contribute to and collaborate with a creative team
- Ability to move folding tables, tents, and other equipment
- Valid BC drivers license and access to a vehicle
- Available for evening and weekend shifts
- Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent status are not eligible)
- Between 16 and 30 years of age at the start of employment
- Willing to commit to the full duration of the work assignment
- Registered as a full time student this past semester
- Intend to return to studies in the fall of 2023

Preferred Qualifications:

- Proficiency in common communication tools (MS Office, Google Suite, Zoom, etc.)
- Undergraduate student studying visual art, art history, museum studies, Indigenous studies, education, tourism or another related field

To Apply

Please submit a cover letter, detailed resume and 3 references by email to aisha@nanaimoartgallery.ca with the subject heading "Community Engagement Assistant".

Closing date for applications is Monday March 27, 2023. 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 an 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.

Date prepared: January 2023