



Position: Learning & Engagement Facilitator (Summer Student)

Salary: \$18.20/hour

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

Contract Term: 16 weeks, May 6 - August 23, 2024

Position Overview:

Nanaimo Art Gallery is looking to add a new member to our team! The Learning & Engagement Facilitator shares Nanaimo Art Gallery's values of relevance, relationships, innovation, and openness, and is responsible for delivering innovative hands-on art programming.

Under the direction of our Education team, the Learning & Engagement Facilitator will plan and facilitate six weeks of full-day Art Camps for elementary school-aged children. They will develop lesson plans, order supplies, manage the art camp budget, plan games, and excursions, book visiting artists, and recruit and manage volunteers. The Learning & Engagement Facilitator will facilitate and assist with additional educational programming and events for all ages. They will be a part of a passionate team and will receive support and training to expand their Gallery knowledge, knowledge of contemporary art, and customer service skills.

Specific Duties and Responsibilities:

The Learning & Engagement Facilitator's responsibilities will include, but may not be limited to:

- Researching, planning and facilitating full day Art Camps for children aged 6-12
- Developing lesson plans, and planning games and activities for campers
- Ordering supplies, and managing a budget
- Recruiting and managing volunteers
- Booking visiting artists, and special excursions
- Creating communication documents for families of campers
- Setting up the room, preparing supplies, cleaning up, and locking up the Gallery at the end of the program
- Helping to create a welcoming and motivating environment
- Other duties as assigned

Requirements: (Qualifications, Knowledge, Education and Skills)

- Clear and confident communicator with strong written and oral communication skills
- Creative, enthusiastic, adaptable and self motivated
- Experience working with school-aged children
- Love of art and culture
- Desire to contribute to and collaborate with a creative team
- 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 2024

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, 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 "Learning & Engagement Facilitator."

Closing date for applications is **Friday March 15, 2024**. 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.

The Gallery strives to be a safe space where all voices are heard and valued and work towards accessibility, anti-racism, 2SLGBTQIA+ inclusion and encourage diversity in our staff team. We encourage 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 2024