

Position: Summer Program Assistant

Location: Brandon, MB

Duration: June 10 – August 2, 2024 (8 weeks) 35 hrs/week

Salary: \$15.30/hr

The Art Gallery of Southwestern Manitoba is a community-engaged and inclusive contemporary art gallery located in downtown Brandon, Manitoba. The AGSM is Manitoba's largest arts organization outside of Winnipeg and has served the broad and diverse population of Southwestern Manitoba for over 117 years. We have a national reputation for the excellence of our exhibition and education programming.

Description:

This is a unique opportunity to join a regional public art gallery team working to build and expand resources and opportunities for the local community. The Art Gallery of Southwestern Manitoba is seeking a responsible and organized Summer Program Assistant for the 2024 Children's Summer Art Program, an enriched arts learning environment which includes painting, drawing, ceramics, sculpture, and utilizes a wide range of media from clay to digital technologies.

The Program Assistant works collaboratively with the Art Educator, facilitating communication and organization between the Gallery's facilities team and the weekly studio classes. We are seeking an individual who shares an interest in education, the arts, and public programming. The candidate must be passionate about working with children and youth, and willing to help instructors expand the development of art education programs to broaden the gallery's educational mandate. This position requires an employee who is fluent in the English language.

The preferred candidate will provide support to art instructors and students, assist with gallery programs that focus on helping children develop their creativity, look at art in new ways, connect art with other disciplines, and foster social and informal interaction among participants. The Program Assistant will attend to logistics for summer programs including supervision of children during drop-off and pick-up times, breaks and lunches, and assisting instructors in the art studios.

Qualifications:

- Enrolled in a full-time secondary or post-secondary studies (Visual Arts, Art History, Teacher Education or equivalent) and returning to full-time studies in fall of 2024.
- Must be eligible to work in Canada, be a Canadian citizen or permanent resident and be between the ages of 16-30 years.
- Able to commit to working the program dates of June 10-Aug 2, 2024.
- Experience working with children is required.
- The ideal candidate will be punctual and possess excellent time management skills.
- Exceptional interpersonal and client relations skills.
- Excellent leadership skills with the ability to work with staff, instructors, children, families, & volunteers.
- Demonstrated initiative, flexibility, and resourcefulness with the ability to work independently.
- Basic knowledge of gallery/museum protocols and standards.
- A basic understanding of Multiple Learning Strategies.
- Basic knowledge of contemporary art.
- Strong oral and written communication skills.

- Basic research, analytical, and problem solving skills.

Additional Information: 2 references are required. One reference may speak to your experience and interest in studying art , art history, education, or equivalent. Submit your **cover letter, resume** and **2 references** by email to: hr@agsm.ca or drop-off in-person at the AGSM by Thursday, May 30 by 5:00pm. The AGSM thanks all applicants in advance for your interest. Only those candidates being considered will be contacted. The AGSM is an equal opportunity employer and encourages applications from all qualified individuals.

The Summer Program Assistant position will be posted on the Canada Summer Jobs website of <https://www.jobbank.gc.ca/>