

Art Education Assistant

RiverBrink Art Museum is a collecting and exhibiting art museum open to the public since 1983. Museum programming and operating is supported by the Weir Foundation, private donations, volunteers' fundraising, and admissions fees. Specific exhibition and education projects receive additional support from federal, provincial and municipal sources. The museum's exhibitions and educational offerings change annually. RiverBrink serves local, regional communities and tourists to Niagara.

Objective/Job Description

The main objective of the project is to assist with the development and delivery of RiverBrink's educational programming, both online and in-person, to ensure the engagement and safety of all participants. The Educational Assistant (EA) will play a key role in the launch of our Summer Art Camp for children this July and August 2023. They will assist the Programming staff every step of the way, from design to implementation of interactive tours and hands-on workshops for children ages 8-12. RiverBrink provides important educational offerings and access to art with a small staff, allowing the EA to integrate quickly into all aspects of art education and make a valuable contribution. The impact of the EA will go well beyond the duration of the contract as they will assist with the development of future programs and gain applicable skills in teaching, planning and organization, oral and written communication and administration.

The candidate will assist the Programming staff with developing, promoting and delivering our inaugural Summer Art Camp. The EA will act as the frontline contact person for this program, overseeing registration, studio maintenance and materials, processing payments, maintaining class lists, attendance, and up-to-date Health Forms for all participants. They will have the opportunity to lead a class of students ages 8-12 and be prepared to take on instructing duties as required. The EA will research RiverBrink's collections and exhibitions in order to design and conduct interactive tours and programs for our Summer Art Camp and the general public. Other tasks include assisting with marketing for educational programming, Front Desk, Reception and Gift Shop duties, Exhibition Openings, Talks other special events as needed.

Requirements: The ideal candidate will have some post-secondary education and have a keen interest and background in working with children. Preferably, they will have some teaching qualifications. The candidate will be a university or college student studying in disciplines such as visual art, studio practice and education. Strong communication, organizational, and interpersonal skills are required, along with enthusiasm for fine art, a strong work ethic and attention to detail. Past work experience, either employee or volunteer, with public gallery, museum, historic site, or other public service organization is beneficial. Some retail experience is also beneficial. Reading or speaking knowledge of French or other second language is an asset. Candidate must be able and willing to work variable weekly shifts that may include some weekends and evenings.

The candidate will be required to provide (or obtain) a current criminal reference check with vulnerable sector check (if 18 or older), First Aid, and Accessible Customer Service training, as a condition of employment. Computer skills required include Microsoft Office Suite (Word, Excel) and Power Point. Photoshop/Indesign is considered an asset.

This job is pending the approval of the Young Canada Works Summer Employment Grant

Compensation: 15.50/hr

Hours: Full Time, 37.5 hrs/ week