

Position 2. Community Arts Programs & Teaching Assistant

Lake Country Art Gallery & Art House, Lake Country BC



ABOUT US

The Art House situated in the building next to the gallery and hosts workshops, events and camps that promoting arts-based activities that relate to the exhibitions held at the gallery. There are also a number of individual studios rented to artists in the community. Part of the gallery and arthouse's mandate is to build and support a local art audience, while building collaborations and inclusion of the unique voices, artists, ethnicities, heritages, and interests of the Lake Country community

ABOUT YOU

The successful candidate will have a genuine interest in the arts and supporting education for all. Have curiosity and creativity, the ability to learn and adapt while being mentored to use technology to deliver programming online and in-person.

The Lake Country Art House is seeking an individual that is passionate about art and education, with an aptitude for technology, being open to mentorship, learning and contributing to the success of Arthouse programming on offer in 2022.

THE JOB

The Community Arts Programs & Teaching Assistant will ...

- Assist in the planning and execution of Art House programming including, workshops, summer camp, events, video production and online-content delivery, gallery guides, educational materials, all related to current exhibitions.
- Maintain, manage, and plan engaging social media content, maximizing community reach, through the development of a social media strategy.
- Plan, organize and evaluate events and workshops that meet the needs of community groups, all age groups, providing a diverse and accessible range of opportunities.
- Provide in-person and online gallery tours to interested individuals or groups, with the ability to share relevant knowledge and understanding of current exhibitions.
- As occasional gallery host, acts as first point of contact for gallery visitors, answering questions and queries about exhibitions and general information on gallery programming and events.
- Monitor and respond to Art House emails on a regular basis, responding in a timely manner.
- Outdoor maintenance and regular cleaning of Art House and Gallery spaces to meet COVID-19 protocols, ensuring that gallery and art house guests are aware of protocols.
- Act as first contact point for potential community stakeholders.
- Update website and social media content, analyze website statistics, as required.
- Keep accurate records of activities including attendance, budgets, providing a monthly report to the gallery board.

- You will be working with the Gallery & Marketing assistants to plan and deliver the annual community summer evening picnic event

REQUIREMENTS

- Completion of 2 or more years in post-secondary education, preferred areas of study include: Art, Art History, Design, Education, Social Work, Arts, Marketing or Business.
- Outgoing with the ability to work independently and effectively as part of a small team.
- Strong communication skills both verbal and written,
- Experience leading groups or working with audiences of various ages and abilities is an asset.
- Knowledge and practical experience of using social media channels including facebook, Instagram, YouTube
- Strong organizational skills, ability to follow tight deadlines and maintain quality output.
- Ability to use technology such as laptops, tablets, phones, cameras when gathering photographs and videos as well as manipulating/editing them.
- Experience with the following software and platforms is an asset; Google Docs, Zoom, Weebly, Tockify, Mail Chimp, Microsoft Office, Canva, iMovie, Final Cut Pro.

IMPORTANT Eligibility for the position is also dependent upon the following

- You must be between 18 and 30 years of age at the start of the employment
- You are a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- You have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- All applicants must be available to work a flexible schedule which will include some evenings and weekends.
- This position will begin in July and will run throughout the summer until the end of August. You must be available to work throughout this period.

Position Details

- The anticipated start date is July 9, 2022
- The position will consist of 30 hours per week for 8 weeks at \$18 p/h
- Flexibility will be required regarding working hours schedule - You will be expected to be available to assist with two full week summer Art camps and may be required to work some weekends, evenings, and statutory holidays in lieu of alternate days off.
- The job descriptions may vary somewhat if current Public Health Orders require it.

TO APPLY

Send your APPLICATION cover letter & resume by EMAIL to manager@lakecountryartgallery.ca

Use Email Subject: **2022arthousejob**

Attach your Resume using the following file name and format:

YOUR NAMEresume2022arthousejob.doc OR YOUR NAMEresume2022arthousejob.pdf

Attach your Cover Letter using the following file name and format:

YOUR NAMEcoverletter2022arthousejob.doc OR YOUR NAMEcoverletter2022arthousejob.pdf

Please include two reference contacts in your cover letter

EXTENDED Deadline for application: June 30, 2022



Any inquiries about this position posting, please contact the Art Gallery Manager, [Petrina McNeill](#)

The Lake Country Art House thanks all applicants for their interest; however, due to the volume of applications received, only those applicants under consideration will be contacted.