



Learning and Public Engagement Assistant YCW Summer Student Contract

The Organization

The Contemporary Art Gallery is Vancouver's longest standing independent public art gallery dedicated to the research, exhibition, education and documentation of contemporary visual art as it is practiced locally through to internationally. It aspires to generate significant audiences for its innovative and diverse programs through free access and a profile that is international in scope. CAG aims to be perceived as a producer and transmitter of new ideas and activities, as a container for artistic experience. Radiating out from our center in Vancouver, our program seeks to signify an understanding of art as something of meaning in our daily lives, asserting a continuum, enmeshed within and of significance to all other experiences.

For more information about the CAG, please visit www.contemporaryartgallery.ca.

Job Summary

The Learning and Public Engagement Assistant will provide assistance with Learning and Public Programming initiatives including supporting the planning and delivery of a three week Summer Intensive for youth ages 15-19 in partnership with Arts Umbrella, and will assist with public programs related to the current exhibitions. The Learning and Public Engagement Assistant will perform these duties during a 14 week period at 35 hours per week. We offer a flexible work week with some evenings and weekends required. The position will be conducted in English and will begin May 27 2019 and end August 30 2019.

This summer student position is part of Young Canada Works. Applicants must be a full-time student in the semester immediately preceding June, returning to school full-time in the fall and be between 16 and 30 years old at the start of employment to apply. Eligible applicants must also be Canadian citizens, permanent residents or have official refugee protection status, be legally eligible to work in BC, not have another fulltime job (30+hours/week) and be registered in the YCW online candidate inventory (www.youngcanadaworks.gc.ca).

Duties will include

- Researching links with the exhibition program and the Provincial K-12 curriculum
- Developing lesson plans for exhibitions
- Supporting the planning and delivery of the Summer Intensive for youth
- Assisting with the planning and delivery of multiple public programs
- Liaising with involved parties and ensuring deadlines are met
- Updating contact databases
- Data entry and record keeping
- Other duties as required



Qualifications

- A background or demonstrated interest in education and visual arts
- Enrolled in a post-secondary institution in education or visual arts program
- Must be able to work in a PC office environment, using all MS Office software
- Excellent time management skills and demonstrated ability to manage multiple tasks and priorities
- Careful attention to detail
- Excellent communication abilities and experience working in a team environment
- Creative problem solving
- Teaching experience an asset

Hours: Flexible work week to be discussed, 10am – 6pm

Salary: \$15.00 per hour, plus a percentage in lieu of benefits. Occasional evenings may be required.

Application deadline: April 5th 2019

Submit your resume and cover letter in one PDF via email with the subject Learning and Public Engagement Assistant Application to employment@contemporaryartgallery.ca. Indicate how you meet the student eligibility requirements for this position.

For more information about the CAG, please visit our website at: www.contemporaryartgallery.ca. We are an equal opportunity employer and encourage applications from all qualified candidates.

Applicants must be a full-time student between the ages of 16-30, returning to studies in the fall. Applicants must also be Canadian citizens, permanent residents or have official refugee protection status, be legally eligible to work in BC, not have another fulltime job (30+hours/week) and be registered in the YCW online candidate inventory (www.youngcanadaworks.gc.ca).

Only those selected for an interview will be contacted.

Please note that this position is subject to funding approval from Young Canada Works.