

EDUCATION PROGRAMS ASSISTANT: Summer Contract position (June – August 2018)

POSITION OVERVIEW

The Education Programs Assistant is an engaging eight week entry level position (June – August, 2018) within the education department of the Richmond Art Gallery. The Assistant will provide assistance and support to RAG's outreach and education programs. The Assistant will work directly with the Public Programs and School Programs Coordinators alongside other Gallery staff in the development and facilitation of gallery events, programs, workshops, and classes throughout the summer. Examples of key work activities include:

- Provide assistance for events/public programs including research, planning, preparation and set up
- Collaboration on the production of exhibition tour materials
- Assist in the photo and/or video documentation of gallery events and programs
- Provide tours of current exhibition
- Provide support in daily gallery operations
- Provide administrative support in promotion/marketing, updating information on website and generating social media content – WeChat, Facebook, Instagram, Twitter, etc.
- Assist with the development of K-12 educational resources

The Education Programs Assistant will perform these duties during a 8 week period at 30 hours per week. Applicants must be a full-time student in the semester immediately preceding June, returning to school full-time in the fall and be between 15 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.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to communicate in Mandarin or Cantonese is considered an asset for this position
- A background or demonstrated interest in visual arts and art education
- Experience working with children/youth
- Enrolled in a post-secondary institution
- Excellent time management skills and demonstrated ability to manage multiple tasks and priorities
- Careful attention to detail
- Creative problem solving
- Skill and ability to use Microsoft Outlook, Word, Excel, Photoshop programs.
- Skill and ability to update website and enter content in Facebook, Instagram, Twitter, etc
- Ability to work both independently and within a team while exercising sound judgement and initiative
- Ability to prioritize competing demands, work well under pressure and deal with stressful situations with professionalism
- Ability to follow direction and meet established deadlines.
- Ability to successfully pass a Criminal Record Check.

Hours: 4 days per week, 9am – 5pm

Salary: \$15.00 per hour

Occasional evenings may be required

Deadline: Tuesday May 15, 2018 at 5pm

Submit your resume and cover letter in one PDF via email with the subject Education Programs Assistant to gallery@richmond.ca. Indicate how you meet the student eligibility requirements for this position. For more information about the Richmond Art Gallery, please visit our website at: www.richmondartgallery.org