



Job Posting

Education Program Assistant

Overview

This Summer Education Assistant position with the Dawson Creek Art Gallery seeks enthusiastic students to prepare and offer Summer Art Camps for children. The successful candidate will assist in the implementation and execution of art-making workshops and community programming, ensure the safety and security of all program participants, and promote the Summer School of the Arts Program via Gallery media networks.

Applicants must be currently pursuing or have completed a Bachelor of Fine Arts and/or Education degree, have a willingness to learn, a passion for teaching and art, and excellent verbal communication skills. Having French as a second language would be an asset, but is not mandatory.

Responsibilities

- The Summer Education Assistant provides a standard of excellence in the facilitation of school programs (June) and Summer Art Camp (July & August) through art-making workshops and community programming.
- Under the Education Coordinator, assist in the implementation and execution of the programming of the Summer School of the Arts and afterschool art classes.
- Assist in inventorying, establishing material lists & purchasing materials
- Provide support and assistance in teaching art related studio workshops including set up & cleanup of studios.
- Help develop and implement exhibition learning material for school tours and community groups
- Ensuring the safety and security of all program participants
- Providing participants with an educational and enjoyable art experience
- Promoting the Summer School of the Arts Program via Facebook & other social media networks

Qualifications:

- Currently pursuing education in Fine Arts, Education, Early Childhood Education, History, Art, or Recreation;
- Willingness to learn, a passion for art, projects a professional image, excellent verbal communications skills and enjoy working with the public;
- Having French as a second language would be an asset, but is not mandatory;
- Applicants must be a student between 15 and 30 years of age;
- Must be able to successfully pass a Vulnerable Sector Criminal Record check;
- Must be friendly, energetic, responsible and kind;
- Have been registered as a student in the 2022/2023 academic year;



- Intend to return to school on a full-time basis for the 2023/2024 academic year;
- Be a Canadian citizen, permanent resident, or have Canadian refugee status;
- Be legally entitled to work in Canada;
- Be willing to commit to the full duration of the work term;

Wage: \$18/hour

Employee Status: Temporary full-time (July to August)

Application Deadline: June 7th, 2024

This position is pending receipt of funding from Heritage Organizations and Service Canada through Canada Summer Jobs.

To apply, please email, mail or deliver your application to:

Katlin McNabb, Administrative Manager

Dawson Creek Art Gallery

101 – 816 Alaska Avenue

Dawson Creek, BC V1G 4T6

artadmin@dcartgallery.ca

Note: Non-Canadian students or graduates holding temporary work visas or awaiting permanent status are not eligible. Students with disabilities, Indigenous students, and students who are members of a visible minority are encouraged to apply.