



Durham Art Gallery

251 George St E
Box 1021
Durham ON N0G 1R0
(519) 369-3692

**Summer Programs Coordinator
(Canada Summer Jobs Student Position)**

THE DURHAM ART GALLERY
FULL-TIME EMPLOYMENT
DURHAM, WEST GREY, ON
APPLY BY MAY 24, 2019

One Position Available, \$15/hour
Start Date: June 21, 2019
End Date: August 16, 2019

The Durham Art Gallery is a regional arts organization serving Grey and Bruce Counties. Our mandate is to inspire, educate and delight people of all ages through access to a wide range of contemporary art. We embrace a multidisciplinary view of cultural practice and present visual and media art together with literary and performance events.

Position Description:

The Summer Programs Coordinator is an 8-week full-time position beginning June 21, 2019. The wage for this position is \$15/hour at 35 hours per week. As a member of The Durham Art Gallery team, the Summer Programs Coordinator will be a creative, enthusiastic and patient individual and active member in the planning, administering and delivering our summer programs and camps for children and be responsible for overseeing the day-to-day operations of the camp/programming

Additional Responsibilities

- Answering parent questions related to camp programming and registration
- Assist in the research and development of age-appropriate arts programming for school-aged children
- Supervise classroom instruction regularly and report back to the Executive Director + Curator on a weekly basis
- Submit a final report and recommendations at the conclusion of the summer
- Ensure all materials and activities are safe for children

Qualifications:

A successful candidate for the Summers Programs Coordinator position will have the following:

- Enrollment in an accredited post-secondary institution studying arts administration, art history, visual arts, childhood education, or a related field (returning full-time in September 2019)
- Strong commitment to the arts, culture and youth
- Excellent oral and written communication skills
- Self-motivated, with the ability to work independently, demonstrated ability to work in a team, and superior organizational skills
- Previous experience working with school-aged children in an educational, or day camp setting is preferred
- Access to a car is an asset but not a requirement

Employment offer is conditional upon receipt of a Criminal Records Search Vulnerable Sector Screening that is acceptable to the Municipality of West Grey.

Applicants who do not meet the Canada Summer Jobs requirements with the Government of Canada will not be accepted. Applicants without a cover letter will not be reviewed.

The Durham Art Gallery welcomes diversity in the workplace and encourages applications from all qualified individuals, including visible minorities, women, Indigenous People, and persons with disabilities. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), The Durham Art Gallery is committed to accommodating applicants with disabilities throughout the hiring process. At any stage of the hiring process, The Durham Art Gallery will work with applicants requesting accommodation.

Please submit resumes electronically or by mail by May 24, 2019 to lindsey@durhamartgallery.com

Attn: Lindsey Glazier, Gallery Assistant
The Durham Art Gallery
251 George Street East
Durham, ON N0G 1R0