



Program Assistant

Young Canada Works

The Opportunity:

The Town of Grimsby is committed to building a future that welcomes innovative new ideas while protecting and preserving its distinct heritage. It is a place where leaders are committed to sustainability and honouring Grimsby's treasured natural setting. Grimsby has become a sought-after community where residents enjoy waterfront living, historic neighbourhoods, active living, and world class natural amenities. It is conveniently located in the Greater Toronto and Hamilton Area (GTHA) in a region that is home to Niagara wineries, agriculture, cuisine, and internationally recognized attractions.

The Grimsby Public Art Gallery (GPAG) is seeking a recent graduate who is a confident speaker, well-organized, self-motivated and enthusiastic to fill the position of Program Assistant. Reporting to the Art Gallery Manager/Curator, the Program Assistant is responsible for planning, developing and leading programming in support of the Grimsby Public Art Gallery's 50th anniversary. The Program Assistant will lead the development and implementation of public programs and support curatorial exhibition research and commemorative publications. The Program Assistant will support the Education Coordinator to plan future programming, assist with exhibition installation, and perform general gallery duties, as required.

The Candidate:

As a candidate for this position, you have a post-secondary degree or diploma in Fine Arts, Museum Studies, Art History, Culture Studies, Curatorial Studies. You have two (2) years of recent experience related to the duties and responsibilities of the Program Assistant position, preferably in an Art Gallery or Museum setting. You have led public programs for children and youth and have previous experience teaching art classes or leading education programs. A Master's degree in the above listed fields is preferred.

Candidates must meet Young Canada Works – *Building Careers in Heritage* eligibility criteria (www.youngcanadaworks.gc.ca) and registered on the YCW website. An offer of employment will be subject to the successful candidate receiving a Police Vulnerable Sector Check (PVSC) from their local police department.

Working for the Town of Grimsby:

This is a full-time contract position for up to six (6) months. The Town of Grimsby offers candidates for this position an hourly wage of **\$18.80 per hour**.

The Town of Grimsby is a progressive employer committed to supporting employees' work-life balance while also fulfilling business goals and providing a high-performance work environment. The Town also supports the health and wellness of our employees; a commitment that is demonstrated through free access to Town recreation facilities for employees.

How to Apply:

If you are excited by this opportunity, we are excited to hear from you! We invite you to submit your application to hr@grimsby.ca by **August 2, 2024, at 4:30 PM**. Please quote the posting number in the subject line.

A full job description can be found below or visit www.grimsby.ca under “Career Opportunities”.

Posting #: 35-2024

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Consistent with our values and corporate culture, the Town of Grimsby is an equal opportunity employer committed to providing an inclusive, barrier-free recruitment and selection experience, and work environment. The Town of Grimsby will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process up to the point of undue hardship. If you require accommodations, please contact Human Resources (hr@grimsby.ca) to make appropriate arrangements.

The Town of Grimsby may use AI (Artificial Intelligence) in the recruitment process. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

Be advised that the Town of Grimsby's Human Resources department frequently audits resumes of internal and external applicants to validate the accuracy and trustworthiness of information provided. Falsification of information provided at any time throughout the recruitment process may result in disqualification. Internal applicants may be subject to discipline up to and including termination.



JOB POSTING

Program Assistant Community Services Department

Duties and Responsibilities:

1. 50th Anniversary Programming (50%)

- 1.1 Develop and implement public programming for the Art Gallery's 50th anniversary.
- 1.2 Research information related to curatorial exhibitions and commemorative publications.
- 1.3 Inventories supplies and materials available in studio, assesses needs for programming and requests orders, restocks in consultation with the Art Gallery Manager/Curator and Education Coordinator at the end of the summer.
- 1.4 Develops and assembles resource materials for planned activities, including materials kits and handouts for in-person programs; and documentation with teaching instructions and templates following program
- 1.5 Develops projects and activities for the Gallery's anniversary based on themes and guidelines, including all necessary safety protocols. Delivers programming outdoors and/or in-studio as scheduled and appropriate.
- 1.6 Prepares online presentations, developing script, rehearsing and recording as necessary
- 1.7 Supports the Education Coordinator in developing programs and activities related to future exhibitions and for recreational and school programs for children incorporating curriculum links and practical knowledge gained from teaching experience including instructional delivery when necessary
- 1.8 Answers questions from the public related to planned programming including content, safety protocols, registration issues etc. Support permanent collection care as required

2. Media and Public Relations (25%)

- 2.1 Designs promotional materials appropriate for both print and virtual media to market programs and activities related to the Art Gallery's 50th anniversary.
- 2.2 Develops an on-line marketing strategy to reach under-represented community areas with information about anniversary programs and activities
- 2.3 Develops and administers end of program surveys for all programs and activities. Ensures that all collected data is recorded accurately and appropriately.

3. Exhibitions and Special Events (20%)

- 3.1 Supports the development of activity plans and documents resource requirements for summer and fall special events such as Culture Days and curriculum linked exhibition resources.
- 3.2 Attends special events that occur during the employment period, organizes set up, activity delivery and take down
- 3.3 Supports Art Gallery staff with exhibition change over as required

4. Other (5%)

- 4.1 Works in a safe manner in accordance with the Occupational Health and Safety Act, associated regulations, other applicable legislation, Town by-laws, policies, procedures, and guidelines.
- 4.2 Other related duties, as assigned.
- 4.3 The incumbent may be required to use their personal vehicle to travel to Town facilities, meetings, events, etc.
- 4.4 The incumbent must maintain the ability to travel in a timely manner to Town facilities, other offices, work locations or sites as authorized by the Corporation for business reasons.

The successful candidate will possess the following:**Education**

- Post-secondary degree or diploma in Fine Arts, Museum Studies, Art History, Culture Studies, Curatorial Studies or another related field.
- Master's degree in the above listed fields is preferred.

License, Registration and Training

- Principles of Healthy Child Development, High Five program.
- Police Vulnerable Sector Check (Level 3) or Judicial Matters Check to the satisfaction of the Town.
- Valid and unrestricted Class "G" driver's license with access to reliable transportation and be able to travel to various work locations across the Town.

Experience

- Two (2) years of recent experience related to the duties listed above, preferably in an Art Gallery or Museum setting.
- Previous experience leading public programs, including children and youth.
- Previous curatorial and/or art writing experience considered an asset
- Previous experience teaching art classes or leading educational programs is considered an asset.
- Specific interest in contemporary art or working within an Art Gallery preferred.

Knowledge/Skills/Abilities

- Demonstrated research skills and academic literacy
- Basic understanding of generally accepted gallery best practices, including the handling of artwork and the fair and appropriate treatment of artists
- Well organized with proven time and project management skills
- Strong communication (written and oral) skills.
- Impeccable attention to detail across all aspects of work.
- Ability to work independently and meet project outcomes
- Excellent customer service skills and the ability to develop relationships with internal and external stakeholders, including community partners.
- General understanding and familiarity with Grimsby and surrounding communities.
- Intermediate computer skills and familiarity using Microsoft office suite, Past Perfect museum software, Mailchimp and Canva

A combination of education, training, and experience may be considered.