



ART COORDINATOR

The Niagara Pumphouse Arts Centre is the art hub that connects our community by providing art for all. Located on the banks of the Niagara River in a heritage building that formerly supplied water to Niagara-on-the-Lake (hence our name); the Niagara Pumphouse Arts Centre offers visual arts programs, exhibitions and events. We give back to the community by providing access to the arts for those in need.

Anticipated start date: May 6, 2024

Terms: 30 hrs./week for 8 - 11 weeks

Responsibilities

- Coordinate summer art camp (in-studio and/or online) and outreach art activities (in studio/community and/or online) for a not-for-profit arts centre providing visual art programming to children ages 4-12 and families from the Niagara Region.
- Assist with camp planning (May - June) including researching and developing art educational programming proposals, lesson plans, materials lists, audio-visual support and visual examples of projects for art camp.
- Responsible for program registration
- Managing inventory and ordering of art supplies
- Set up of activities, teaching art and supervising children during outreach art activities (in-studio/community and/or online) at special events.
- Review lessons plans and materials lists with Camp Leaders and provide special technique training.
- Work collaboratively with Camp Leaders, Camp Counsellors, volunteers and staff to coordinate art camp and outreach activities.
- Occasionally act as Gallery Attendant, responsible for overseeing gallery space and arts administration duties.
- Participate in Team Health & Safety Training and one-on-one job-specific training
- Successfully complete WHMIS online training and certification and a Vulnerable Sector Check.

Send Us Mail To

247 Ricardo Street, P.O. Box 676, Niagara-on-the-Lake, ON L0S 1J0

Call Us At

905 468 5455

Email Us At

office@niagarapumphouse.ca



Qualifications

- Exceptional leadership skills
- Visual arts experience and understanding of various mediums and techniques
- Experience teaching, coaching and/or supervising children
- Motivated and enthusiastic team player
- Excellent verbal and written communication skills
- Outstanding organizational skills
- Ability to handle multiple priorities and problem solve
- Strong digital skills

As per the Canada Summer Jobs Grant requirements, candidates must:

- Be between 15 and 30 years of age at the start of the employment.
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment.
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

If you are interested in this position, please submit your resume to:

office@niagarapumphouse.ca by April 22, 2024.

Please note, only qualified candidates will be contacted for an interview.

We thank all applicants for their interest.

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