



Studio Technician & Program Assistant – Summer Student Position at The Niagara Pumphouse Arts Centre

Terms: Full-time contract (30 - 35 hours/week; 8 - 12 weeks)

\$12/per hour. Must be available to work weekends. Position is dependent on Canada Summer Jobs Grant

Anticipated Start Date: June, 2017. Reports to: Director, Art Centre

The Niagara Pumphouse Arts Centre is a not-for-profit community-based organization that supports and advances lifelong learning opportunities in the arts through our school and galleries, emphasizing community involvement and collaboration. Our mission is to engage, enrich and celebrate our diverse and growing population through the visual arts.

Job Description

The Studio Technician & Program Assistant (1 position) will gain meaningful, supervised summer work experience in studio set-up of equipment and supplies for summer programs and customer service and administrative experience at a not-for-profit arts centre.

Tasks and Responsibilities

- Assist Instructor and/or Art Camp Coordinator in studio and outdoor outreach activities for a not-for-profit art gallery/studio providing visual art programming to children and youth in the Niagara Region.
- Studio set-up, inventory and clean up of equipment and supplies for summer programs.
- Assist instructors and students in the technical requirements of the program and studio.
- Responsible for managing studio scheduling calendar
- Set up and assist at art activities in outreach art tent for children and youth at various special events.
- Assist with preparations for North Star Freedom Festival
- Occasionally act as Gallery Attendant, responsible for overseeing gallery and arts administration duties.
- Knowledgeable about the services the Arts Centre offers the community and familiar with current and upcoming exhibition, programs and events.

Qualifications

- Currently studying or equivalent experience in: Visual Arts/Fine Art/Art History or Education
- Strong working knowledge of studio art supplies, equipment and tools
- Excellent communication and customer service skills are required
- Some experience working with children and youth
- First Aid/CPR training will be required
- Vulnerable Sector Screening will be required
- Canada Summer Jobs Student Eligibility: Between 15 and 30 years of age at the start of employment; a registered full-time students in the previous academic year and intend to return to school full-time in the next academic year; a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*; and, legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

Send resume and cover letter in one document by **May 22, 2017** to:

Rima Boles, Director Art Centre

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

Email: office@niagarapumphouse.ca

Please include your name and the job title in the subject of your email

This position is supported by CSJ Grant Funding, and will only be filled if the funding is approved. If partial funding is received, the # of weeks, or hours per week may be modified. The Niagara Pumphouse Arts Centre thanks all applicants, however, only those selected for interview will be contacted.

www.niagarapumphouse.ca