



## **JOB POSTING**

**Job Title:** Art Coordinator, Education

**Number of Positions:** 2

**Reports to:** Executive Director

### **Job Summary:**

The Art Gallery of Algoma (AGA) is looking for the Art Coordinator, Education funded by Canada Summer Jobs.

The Art Coordinator, Education provides opportunity to gain experience in teaching art, in organizational skills, in planning art classes, people skills, management and co-operative working skills.

One successful candidate will teach art to children 5 – 10 years old. The second position will teach classes for 11 years and above – mixed class. Art Coordinator, Education will assist in the planning of art classes. Training, support and supervision will be provided by the AGA staff.

As part of the restrictions caused by the pandemic the AGA will be presenting hybrid model classes – small number of students in live classes in the art studio and virtual art classes. Part of the job will be maintaining the art studio supplies and cleanliness as per the Algoma Public Health guidelines.

The ideal candidate will have previous experience teaching, working with children, be a post secondary student of fine arts and/or art history, teaching certification or studies (knowledge of educational approaches, especially in arts education, will be highly beneficial) and/or early childhood education. The applicants' previous administration of artistic education, especially to children, will be considered an asset. Creativity and energy are a must. Candidates should be looking to gain experience teaching art and working in a gallery or museum setting.

Computer skills should include proficiency in Microsoft Office (Word, Excel, Power Point), zoom platform, web based social media tools (Facebook, Twitter, Instagram, YouTube). Candidate should be fluent in English (written and spoken). The Coordinator will be required to complete a current criminal record check and vulnerable sector police screening.

The successful candidate will be willing to work evenings and weekends as needed.

### **Application Criteria**

According to the Federal funding eligibility criteria, candidates:

- Will be between 15 and 30 years of age at the start of employment.
- Are willing to commit to the full duration of the work assignment – 280 hours each student to be completed by February 28, 2021.



Art Gallery of  
**ALGOMA**

Application for this position will be accepted until 5pm on November 30, 2020. Please submit your application to the Art Gallery of Algoma, 10 East Street, Sault Ste. Marie, ON P6A 3C3; Attention: Jasmina Jovanovic, Executive Director, or by email to [jasmina@artgalleryofalgoma.com](mailto:jasmina@artgalleryofalgoma.com).

Expected start date for this position is December 8, 2020 or sooner. Total number of hours worked under this grant is 280 hours. This is a part-time position. Two-week schedule will be provided in advance. The total number of hours (280) must be completed by February 28, 2021. Hourly rate is \$14.25.

Please submit cover letter, resume (including three references) and contact information. Only selected candidates will be contacted for an interview. The AGA is an equal opportunity employer.