

Position Title: Education Program Assistant

Reports To: Education and Public Program Coordinator

Location: Art Gallery of Grande Prairie (AGGP)

Employment Type: Permanent Part-Time, [20 Hours a week/ Tuesday to Friday alternating with Wednesday to Saturday]

Position Overview

The **Education Program Assistant** plays a key role in conducting tours, facilitating, promoting and designing all educational material for the Gallery. Reporting to the Education and Public Program Coordinator, the Education Program Assistant is a supporting position, providing all interpretive content to Gallery visitors. The ideal candidate is passionate about art, education, and community engagement, fostering an inclusive and dynamic learning environment for participants of all ages, backgrounds and abilities.

Key Responsibilities

- **Program Delivery:**
 - Coordinate interactive and educational art programs, workshops and tours for children, youth, adults and families.
 - Adapt programs to meet the needs of diverse audiences, including schools, community groups and accessibility-focused participants.
- **Program Development:**
 - Collaborate with the Education and Public Program Coordinator to create innovative programming that reflects the Gallery's vision, mission and values.
- **Community Engagement:**
 - In this role, the Education Program Assistant is the face of the Gallery, strengthening relationships with schools, community organizations and other partners to promote participation in programs.
 - Represent the Gallery at community events and outreach initiatives to enhance visibility and engagement.
- **Maintenance of Education Spaces and Materials:**
 - Maintain the organization, cleanliness and functionality of the Gallery's education spaces, ensuring they are safe, welcoming and conducive to learning.

- Ensure proper storage and care of reusable resources.
- Monitor and restock art supplies, tools and materials as needed.
- **Artistic and Educational Leadership:**
 - Provide guidance and inspiration to participants, fostering creativity and critical thinking.

Qualifications:

- A High School diploma or in the process of acquiring a certificate or degree in Education, Fine Arts, Art History, Museum Studies or a related field.
- Comfortable guiding art education programs in museums, galleries, schools or community settings.
- Keen interest in art making and teaching.
- Exceptional communication and interpersonal skills, with the ability to connect with diverse audiences.
- Organizational skills and the ability to manage multiple tasks and priorities effectively.
- Proficiency in specific software/tools e.g., Adobe Creative Suite, Zoom, Google and Microsoft Office Suite.
- Must be able to provide a clean Vulnerable Sector Check from RCMP.

Preferred Skills and Attributes:

- Familiarity with accessible learning environments.
- Comfortable engaging the public and public speaking.
- Reliability and a self- starter.
- Certification in first aid.
- Preference will be given to candidates who have a valid class 5 driver's license and their own vehicle.

Work Environment:

- This position involves both onsite and offsite program facilitation (tours, workshops, etc.), with weekend hours required and occasional evening hours.

- The role involves physical activity, such as setting up art supplies, readying the classroom for programming, guiding participants through hands-on activities and lifting up to 50 lbs.

Compensation:

- [Salary/Wage Range] between \$17 – \$20 p/h based on experience.

Diversity, Equity, Inclusion and Accessibility:

The Art Gallery of Grande Prairie is committed to diversity, equity and inclusion and strongly encourages applications from gender diverse, 2SLGBTQI+ and individuals who are Indigenous, Black or People of Colour.

While we strive for accessibility, we wish to be transparent about the limitations of our facilities. The Art Gallery of Grande Prairie is not fully accessible in the following ways: doors to administration offices, ground floor and basement washrooms are not equipped with accessibility buttons, multiple doors require key entry, especially in the classroom and storage areas of the building, ramps in historic section of the gallery are sloped on a steep incline not in compliance with current building code.

The Art Gallery of Grande Prairie is not equipped with technology that supports those with hearing or visual impairments. We acknowledge that accessibility is an ever changing conversation that is unique depending on individual needs and circumstances. We encourage you to reach out if you have any questions or concerns about barriers to access at the Art Gallery of Grande Prairie.

Please send a cover letter and CV to:

Subject: Education Program Assistant: AGGP

Email: hiring@elevationhr.ca

Application closing date: Sunday, April 20, 2025, 5:00PM MST

For more information about the Art Gallery of Grande Prairie, please visit our website:
www.aggp.ca

We thank all who may apply, however, only those who are being considered for an interview will be contacted.