



**Summer Engagement & Education Assistant
Tom Thomson Art Gallery
Job Posting # 2023-19**

The Tom Thomson Art Gallery is seeking a Summer Engagement & Education Assistant to support the development and delivery of key engagement initiatives, including public programming, enhanced visitor services, and the implementation of a new free membership program in conjunction with several community cultural partners.

Working with the Gallery's Education and Curatorial teams, they will be responsible for creating programming to support summer and fall exhibitions, conducting tours for the public, collaborating with community partners for children's activities and workshops, and supporting Visitor Services.



This is a great opportunity to gain experience working in a public art gallery with diverse audiences and will include a broad range of duties. The student will gain experience and skills in project management, time and resource management, program design, public speaking, tour and workshop design and facilitation.

The successful candidate should meet the following criteria:

- has studied or is studying within the disciplines of education, art, art history, arts administration or museum studies

- possesses excellent communication skills in written and oral forms
- has strong interpersonal skills for communicating with diverse audiences
- has demonstrated creativity and a desire to work with diverse age groups and backgrounds
- has strong organizational and time management skills, and the ability to multi-task while paying attention to detail
- has the ability to work independently and as part of a team
- has customer service, teaching or tourism experience
- has competency in using Microsoft Office (Word, Publisher, Outlook, Excel), social media, cameras, databases

This is a full-time (35 hours/week), contract position running May 29 to September 2, 2023, with day, evening and weekend shifts required. The successful candidate will be paid a rate of \$15.50 per hour.

This position is dependent upon funding through Young Canada Works. Applicants must confirm that they meet the requirement for funding to be considered for these positions.

Program Participants must:

- be returning to school in the fall
- be 18 to 30 years of age
- be a Canadian citizen, permanent resident, or refugee
- not be employed at another full-time job over 30 hours a week

The Tom Thomson Art Gallery is a public art gallery located in Owen Sound, Ontario. The Gallery is dedicated to presenting and exploring contemporary and historical art through exhibitions and public programming. The City of Owen Sound is located on the southern shore of Georgian Bay in a valley below the limestone cliffs of the Niagara Escarpment. It lies at the foot of the Bruce Peninsula, famous for its exceptional geography. Known as the Scenic City, Owen Sound features an expansive harbour and bay, winding rivers, tree-lined streets, extensive parks and trails and a thriving, historic downtown. Once named a Cultural Capital of Canada, Owen Sound has a vibrant and dynamic arts community.

Please note the City is currently undergoing a Corporate-Wide Service Level Review, therefore potential reporting alignment or the duties and accountabilities are subject to modification.

To explore this opportunity further, submit your resume and cover letter referencing job number 2023-19 by Friday, April 14, 2023, at 4:30 pm to:

Human Resources Department
hriobposting@owensound.ca

The City of Owen Sound is proud to be an equal opportunity employer, valuing and respecting diversity. We are committed to inclusive, barrier-free recruitment and selection processes. We will accommodate the needs of qualified applicants under the Human Rights Code and the Accessibility for Ontarians Disabilities Act, in all aspects of the hiring process, upon request. We thank all applicants for their interest; however, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection.