

OAKVILLE GALLERIES

Gairloch Gardens
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CO-OP POSITION DESCRIPTION – Education Co-op SUPERVISORS: Head of Education & Education Assistant

POSITION SUMMARY

Oakville Galleries is one of Canada's leading contemporary art museums. We are driven by a belief in the singular power of art to deepen our understanding of ourselves and our communities and move us toward a better world. We are currently seeking an Education Co-op student to join our team.

Reporting to the Head of Education and Education Assistant, our Education Co-op students play an important role in our education programs by supporting our staff and visitors with art and related activities. Ideal candidates are interested in the arts, enjoy working with children, and are responsible, hard workers.

QUALIFICATIONS

- Completed or working towards a secondary school diploma;
- Familiarity with a broad range of arts materials and an interest in the visual arts;
- Interest or experience working with children is a must;
- Excellent interpersonal and communication skills with a positive attitude;
- An ability to work independently and be proactive within a team environment;
- Be responsible, hard-working, and enthusiastic.

GENERAL RESPONSIBILITIES AND DUTIES

- Assisting the Head of Education with the preparation of materials and resources for our education programs and/or camps
- Supporting school education programs by engaging with students
- Assisting art instructors with classroom/material set up and clean up;
- Maintaining a positive, healthy, and safe environment at Oakville Galleries.
- Assist with the development of education programs such as camps and PA Days
- Assist the Visitor Services Coordinator with front-line tasks in the gallery, while also learning about how galleries run behind the scenes, gallery procedures, and artwork security
- Assist other gallery staff with miscellaneous administrative tasks such as the organization of catalogs and other materials if needed

Please contact volunteering@oakvillegalleries.com if you have any questions.