



Durham Art Gallery

251 George St E
Box 1021
Durham ON N0G 1R0
(519) 369-3692

Canada Summer Jobs Summer Student Position

Summer Programs Coordinator

Applications to be submitted by: Friday, May 25th by 5 p.m.

Attention to: Steven Morel, Arts Administrator

Email: smorel@durhamart.on.ca

Phone: 519-369-3692

Wage: \$14.50/hr

Work term: July 3 to August 24, 2018

Hours per week: 30

Position Summary:

The Durham Art Gallery is seeking a Summer Programs Coordinator to develop and implement our summer programs for children, youth, young adults with disabilities, and seniors. The student will be responsible for all aspects of project management including coordination, promotion and administration. Specifically, the position involves designing and implementing art lesson plans; motivating and instructing people of various age groups and abilities; designing and disseminating promotional materials; budget monitoring and reporting; record keeping; evaluating and assessing completed programs; and designing and implementing other outreach opportunities.

Qualifications:

The preferred successful candidate will have at least one year of post-secondary education in a visual arts, arts administration, education or museum studies program; have a strong commitment to the arts, culture and youth; have excellent oral and written communication skills; be self-motivated and able to work independently; and be highly organized. Should have a valid driver's license and arrange their own transportation.

Please send cover letter and resume by email or regular mail.