

# This Place, This Team, And You: District of West Vancouver

## EDUCATION ASSISTANT

### REVISED

The West Vancouver Cultural Services Department is looking for a temporary 13-week full-time student position as Education Assistant at the West Vancouver Museum, from June 2<sup>nd</sup> to August 29<sup>th</sup>, 2015. The incumbent will assist with the development and delivery of public programs for all ages, through the Museum's ongoing education outreach and exhibition-related programs.

Reporting to the Education Coordinator, the Education Assistant will supervise and assist with instruction during week-long Art and Architecture Summer Camps, for K-12 students; have opportunities to develop and deliver classes on special topics; conduct research to develop programs for the fall exhibition of works by Nisga'a artist Norman Tait; support the Museum's off-site presence at the Harmony Arts Festival; and assist with the day-to-day operations of the gallery, including co-managing the gallery on Saturdays.

The West Vancouver Museum offers a variety of programs for both adults and children throughout the year. This role will contribute valuable research for summer and fall programs at the Museum, while receiving training in the development and delivery of successful art and museum programs for different audiences.

The ideal candidate will:

- be currently enrolled in graduate or undergraduate studies in Art or Art History, Architecture or Architecture History, Arts Education, or First Nations studies
- have experience using PC and Mac operating systems
- be proficient using MS Office, including Word, Excel, and PowerPoint
- have excellent oral & written communication skills
- preferably have experience developing and delivering arts-based and/or exhibition-related programs for adults and/or child audiences

This temporary position is supported by Young Canada Works in Heritage Organizations and is subject to confirmation of funding. Candidates must meet the Young Canada Works General Student Eligibility Criteria ([confirm eligibility here](#)) and register with Young Canada Works online ([register here](#)).

The successful candidate is required to supply a criminal record check and a copy of their credentials.

Position Status: Summer Student  
*Please note: if the funding for this position is approved, participation in the WVMEA will be mandatory*

Hours of Work: 35 hours/week (Tuesday through Saturday)

Rate of Pay: \$15 per hour + 4% in lieu of benefits

Closing Date: Noon, April 24, 2015

To Apply: Please visit the District of West Vancouver's Career Portal at [www.westvancouver.ca/careers](http://www.westvancouver.ca/careers) to apply for this position. Please note that all candidates must apply through the Career Portal; we are no longer accepting resumes via email or hard copy.

*We want to thank all applicants, however only those chosen for an interview will be contacted.*

**westvancouver**  
THE WATERFRONT COMMUNITY