

# This place, this team, and you: District of West Vancouver

## EDUCATION ASSISTANT REVISED

The West Vancouver Cultural Services Department is looking for a temporary 12-week full-time student position as Education Assistant at the West Vancouver Museum, from June 14<sup>th</sup> to September 3<sup>rd</sup>, 2016. This position will provide hands-on, career-related experience for a student considering a career in art education and museum/gallery programming for young audiences.

Reporting to the Education Coordinator, the Education Assistant will support the Museum's year-round education programs for children and youth, assisting in the development of new teachers' kits for the coming academic year, and the development and delivery of the Museum-based summer Art and Architecture Camps. The Education Assistant will also support the Museum's off-site programs for the Harmony Arts Festival, by developing an afternoon program for children or youth, and support the day-to-day operations of the Museum, by jointly monitoring the gallery and gift shop with another summer student, and with assistance from other staff and volunteers.

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

The ideal candidate will:

- be currently enrolled in graduate or undergraduate studies in Art or Art History, Architecture or Architecture History, or Arts Education
- have experience using PC and Mac operating systems
- be proficient using MS Office, including Word, Excel, and PowerPoint to create, edit, and save documents, and Outlook to create, share, and manage e-mail and attachments
- have excellent oral communication skills, including an ability to address individuals and groups
- have excellent written communication skills, including an understanding of differences in writing for child, youth, and adult audiences
- feel comfortable engaging children and youth in age-appropriate and enthusiastic conversations about art, architecture, and design
- preferably have experience developing and delivering arts-based and/or exhibition-related programs for child and/or youth audiences

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

Position Status:	Summer Student <i>Please note: participation in the WVMEA will be mandatory</i>
Hours of Work:	35 hours/week (Tuesday through Saturday)
Rate of Pay:	\$15 per hour + 4% in lieu of benefits
Closing Date:	Noon, April 25, 2016
To Apply:	<b>We do not accept applications via email or hard copy.</b> All candidates must apply with a resume and cover letter submitted through the District of West Vancouver's Career Portal at <a href="http://www.westvancouver.ca/careers">www.westvancouver.ca/careers</a>

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