

kamloops ART GALLERY

JOB DESCRIPTION

Summer Programs and Collections Assistant

Principle Responsibility: The Summer Programs and Collections Assistant will work with the School Programs Coordinator towards the planning, promotion, preparation and delivery of the **Gallery's** summer programs for children. Reporting to the Education and Public Programs Director, the Assistant will evaluate and update the library collections, and assist with the research and implementation of a new cataloguing system.

Primary Duties and Responsibilities

- In consultation with the School Programs Coordinator, research the Summer exhibitions **and assist with the development of lesson plans for children's summer programs**
- In consultation with the Education and Public Programs Director, evaluate the current library collections; research and implement a new cataloguing system; weed out any outdated items
- Assist with the promotion of summer programming through social media
- Teach and administer art-related studio workshops
- Develop visitors' knowledge of exhibitions through tours
- Ensure the safety and security of all program participants
- Ensure the safety, security and maintenance of the works in the exhibition, while conducting tours in the Gallery
- Provide participants with an educational and enjoyable art experience
- Maintain overall cleanliness, tidiness and ongoing inventory of studio and materials
- Prepare and hang displays of the art produced throughout the summer

Reports to: Education and Public Programs Director

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