

Institution: Foreman Art Gallery
Location: Lennoxville, QC
Anticipated Start Date of the Position: June 10, 2019
Anticipated End Date of the Position: August 23, 2019
Closing Date of the Posting: May 10, 2019
Contact Details: Gentiane Bélanger, Director/Curator
Email: gentiane.belanger@ubishops.ca
Web link to institution: www.foreman.ubishops.ca
Salary: \$12.50/hr

Job Description:

The Foreman Art Gallery of Bishop's University seeks two summer art camp animators to help run our nine week art camp. The successful candidates will work as a team to deliver art programming to children between the ages of 6-12 in the creative bilingual environment of the Community Art Lab.

Our ideal candidate is bilingual and possesses excellent leadership and interpersonal skills with a background in arts education. The work requires a good degree of independence and flexibility and we are seeking candidates who will enthusiastically and positively contribute to the experience of our campers. A valid certificate in First Aid/CPR would be considered an asset, as would familiarity with the Mac OS and software.

Description of Tasks:

Under the primary supervision of the Director/Curator, each Summer Art Camp Educator will be responsible for a series of duties including:

- Deliver bilingual summer art camp programs to youth;
- Ensure that health and safety concerns are monitored and controlled;
- Liaise with parents each morning when they drop off their children;
- Document the summer art camp activities using a variety of media, chiefly using a camera and Mac computer;
- Provide feedback to supervisors at the end of each week of camp;
- Submit a final report on the experience of leading our summer art camp and suggest ways to improve the program for next year;
- Deliver a survey to give to all parents of youth enrolled in the summer art camp;
- Other tasks as required, related to the Summer Art Camp project

Candidate Profile:

- Education Required: a university education in Fine Arts, Arts Education, Arts Administration, Art History or Museum Studies;
- Experience Required: Less than a year of experience in arts education; previous experience in animation or working with children
- Special Skills or Knowledge Required: Accomplished language competence in English and French;

- Personal attributes: Excellent organizational skills, ability to work well within a team, maturity, commitment, and a good work ethic;

To be eligible for this position, the candidate must:

- Be a Canadian Citizen, permanent resident or have refugee status
- Be legally entitled to work in Canada
- Be between 16 and 30 years of age at the start of employment
- Be a full time post-secondary student who intends to return to school
- Be registered in the Young Canada Works candidate inventory

Paid Holidays: Quebec National Day and Canada Day

Note that the position and dates of employment are subject to approval of funding from Young Canada Works.

Please email your resume and cover letter by May 10, 2018 to gentiane.belanger@ubishops.ca with “Summer Art Camp Animator” in the subject line of the email.

The Foreman Art Gallery thanks all applicants. Only candidates considered for an interview will be contacted.

As an employer committed to the principle of equal access to employment, we encourage all qualified candidates to apply.