

CAREER LAUNCHER: IMPACT AND ENGAGEMENT ASSISTANT



OPPORTUNITY DESCRIPTION

The Gardiner Museum welcome applications to the Impact and Engagement Assistant position. The Impact and Engagement Assistant reports to the Programs Manager, and is a member of the Curatorial, Education & Programs team. This position is responsible for supporting the public engagement by increasing awareness of the Community Arts Space (CAS). They will work in collaboration with Gardiner staff, CAS neighbourhood hubs, OCADU, and other key stakeholders.

Grounded in the real and metaphorical ability of clay to transform, the Gardiner Museum's Community Arts Space is a platform for experimentation and socially-engaged art.

Established in 2016, the project connects artists, makers, organizers, and residents through the creation of public projects that inspire social action. We work within and beyond the gallery walls to re-envision what equitable community engagement looks like at a cultural institution. In 2019 the Community Arts Space explores the theme "What We Long For."

ROLE AND RESPONSIBILITIES

- Assists on public engagement work to increase awareness of CAS projects within neighbourhood hubs (519, Akin, Art Starts), Gardiner and OCAD University.
- Works with Event Coordinator and Marketing department to facilitate capacity building amongst emerging artist networks in connection to specific public programming events.
- Assists with the delivery of interactive educational activities that engage public, provide resource material, collect contact info for future engagement events.
- Contributes to outreach and promotional targets through online channels (social media, website, etc.)
- Assists with the distribution of promotional materials including event flyers and brochures.
- Meets with neighbourhood hubs to support longstanding relationships for joint projects and cross promotion of events.
- Oversees on-site impacting surveying with museum visitors during select public programming events with support from volunteers.
- Records, collects, and analyzes data on levels of impact and engagement of CAS projects and neighbourhood hubs.

RATE: \$16.5/hour for 28 hours/ week

TERM: Part-time, April - August 2019 (20 weeks)

DEADLINE: Monday, March 4, 2019

CONTACT

Tak Pham

Special Project Coordinator,
Career Launchers

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ocadu.ca/careerdevelopment

Find an archive of past initiatives here:

careerlaunchers.format.com

THE GARDINER MUSEUM

www.gardinermuseum.on.ca

QUALIFICATIONS

- OCADU graduates from 2018 or students graduating in 2019.
- Experience assisting with community-based programs or services, and working at events, with volunteers and others in a non-profit environment.
- Experience of developing and running public engagement activities/ events with demonstrated planning and scheduling skills.
- Ability to interact with diverse audiences, including culturally diverse and marginalized groups, and all age ranges, especially experience in working with children and youth.
- Team player, able to work independently.
- Ability to collaborate with internal colleagues and external partners and create ways to meet mutual goals.
- Administrative and reporting experience, and attention-to-detail.
- Exceptional written and verbal communications skills, and proficiency in Microsoft Office.
- Ability to work evenings and weekends.

SUBMISSION REQUIREMENTS

- Full contact information (Name, phone, and email) and current CV.
- Confirmation of eligibility.
- Cover letter outlining interest and relevant experience.

SUBMISSION INSTRUCTION

Please submit all written components in one (1) PDF to the attention of Tak Pham tpham@ocadu.ca

