

ART CENTRE VOLUNTEER POSITION: PROGRAMMING ASSISTANT

The Douglas Family Art Centre is host to a variety of art programs throughout the year. Our staff and volunteers are passionate about sharing our love of art with the community, and our Programming Assistants are no exception. Art Centre Programming Assistants work alongside the Art Centre Programmer and guest educators to assist in running workshops and classes, particularly those geared towards children. Programming Assistants help to ensure that order and safety are maintained in the class, while still creating a fun learning environment.

This is an excellent position for students.

JOB TITLE	
Reporting	Lori Nelson, Muse Director Shelby Smith, Art Centre Programmer
Time Commitment	<ul style="list-style-type: none"> • Dependent upon programming and availability of volunteer. • Opportunities range from 2 hour one-off sessions up to 35 hour weeks (i.e. summer day camps)
Position Requirements	<ul style="list-style-type: none"> • Vulnerable Sector Police Check • 2 Professional References (i.e., employers or teachers) • Membership to The Muse • Ongoing Health and Safety Training

TRAINING AND ORIENTATION
<p>Programming Assistants will receive on-going training and feedback from the Programmer and other instructors.</p> <p>Initial Training: All Programming Assistants will receive an individual or group orientation session with the Art Centre Programmer. This will include a tour of the Douglas Family Art Centre, with special focus on the programming spaces.</p> <p>Trial Period: It is at the discretion of the Art Centre Programmer to ask a Programming Assistant to leave at any time. Reasons for dismissal could include, but are not limited to the following: rudeness towards staff or patrons, inappropriate action within a session, failure to commit to scheduled sessions.</p>

POSITION RESPONSIBILITIES

- Ensure visitors feel welcome at the Douglas Family Art Centre.
- Help the Programmer and/or instructor(s) to maintain order within the class.
- Assist the Programmer and/or instructor(s) with various tasks as requested.
- Help with set-up and clean-up for programs.
- Accompany children to the bathroom during sessions.

POSITION QUALIFICATIONS

- Reliable and dependable (show up for assigned shifts).
- Flexibility and willingness to learn from instructor(s).
- An interest in working with children, including those with learning and behavioural challenges.
- A passion for art and the ability to convey that enthusiasm in an engaging and professional manner.
- Previous experience working with children is an asset.

BENEFITS

As a member of The Muse:

- Invitations to exhibition openings and other events, including exclusive “Members Only” events.
- Quarterly Museum/ Art Centre Newsletter.
- Free or reduced admission to most exhibits and exhibitions.
- Member pricing on Muse programming.
- 10% discount on gift shop purchases.

As a volunteer:

- Invitations to free “Volunteer Only” educational events with Muse staff, artists, and experts.
- Volunteer hours and career-building experiences (for high-school students).
- Gain the skills and confidence needed to run your own arts programs.
- Work with artists and art experts from across Northwestern Ontario and Manitoba.
- Annual appreciation events.

HOW TO APPLY:

Interested applicants can submit a completed Volunteer Application Form to The Muse at 224/300 Main St. S. Kenora, ON or via email at info@themusekenora.ca

Copies of the Volunteer Application can be found at www.themusekenora.ca/give-and-join/volunteering