



Job Posting: Summer Programming Assistant

DEADLINE TO APPLY: 4:30 PM, THURSDAY MAY 9th, 2019

Duration: 14 weeks, May 15th to August 21st, 2019

Hours: 35 hours a week (occasional evenings and weekends required)

Wage: \$17.00 an hour

Location: Dawson City, Yukon, Canada (KIAC office + Various)

Reporting Responsibilities: The Programming Assistant reports directly to the Executive Director

Eligibility: The successful candidate must meet the Canada Summer Jobs requirements: (a) be between the ages of 15 and 30 years old at the start of employment; (b) a Canadian Citizen, permanent resident, or a person who has refugee status in Canada; and (c) legally entitled to work in the Yukon. **THIS IS NO LONGER A STUDENT-ONLY POSITION.**

The KIAC Programming Assistant works closely with staff to assist as required in all areas of KIAC summer programming including children/youth art programs, community courses/programs, special events and particularly, the Yukon Riverside Arts Festival. The challenging and rewarding nature of the work requires individuals who are passionate, innovative, organized, self-motivated and able to work cooperatively in a dynamic arts and cultural environment.

Scope of Duties and Responsibilities:

Yukon Riverside Arts Festival

- Assist the Events Coordinator with facilitation of activities related to the Yukon Riverside Arts Festival, including the Gallery Hop
- Perform general administrative tasks related to the Arts Festival such as reception, financial reporting and correspondence
- Promote and advertise the festival
- Recruit and schedule volunteers

Youth Art Programs

- Assist Program Managers with development, promotion and facilitation of youth art programs
- Facilitate youth (toddler, child, teen) workshops/programs as required

Special Events

- Assist KIAC staff with summer concerts, and film screenings
- Assist DCAS Board with fundraising and other special events
- Promotion and communications
- Volunteer recruitment and scheduling

****This is an evolving position and duties/responsibilities may shift over time.**

Interested candidates should demonstrate that they have some, or all, of the following:

1. Working experience or familiarity with visual and/or performing arts.
2. Excellent verbal and written communication skills.
3. Ability and experience in dealing with public in an arts and/or cultural and/or educational environments.
4. Excellent time management skills with the ability to work independently, as well as cooperatively, in a dynamic environment.
5. Experience organizing events and/or community programming.
6. Experience working with youth.
7. Intercultural Competence.

Additional assets include:

- Familiarity with Adobe Creative Suite, Wordpress and Mailchimp
- Knowledge of social media
- An understanding of basic financial record keeping procedures
- Knowledge of Dawson City, its services, and its resources
- Knowledge and understanding of Dawson City Arts Society (DCAS) aims and objectives in the context of Klondike Institute of Arts and Culture (KIAC) operations.

Disclaimers

1. This is an evolving position and duties/responsibilities may shift over time.
2. This position may require some occasional physical labour. Eg. Assisting in movement of tables and chairs for event set up.
3. This position may occasionally require the Programming Assistant to work flexible hours, outside normal workday (week nights, weekends).

All interested and qualified candidates are encouraged to apply. Our hiring practices give priority to youth who self-identify as being part of groups which are underrepresented or have additional barriers to the labour market, such as: new Canadians, Indigenous Canadians, women, lgbtq2s+ persons, persons with disabilities, and self-identified minorities.

In addition to joining a fantastic team, you'll find this to be an amazing opportunity for you to develop your community programming and event producing skills, foster meaningful relationships within the arts and culture sector, and connect to the Dawson Community in a unique and lasting way. To introduce yourself and illustrate your hopes for the summer, please include a cover letter with your resume, outlining your most relevant experience and why you are interested in this opportunity.

Send Cover Letter and Resume to: Marie-Claire Findlay-Brook at executivedirector@kiac.ca OR drop them off in person at KIAC (Attention: Marie-Claire Findlay-Brook, Executive Director). All applicants will receive a confirmation email indicating receipt of application, if you do not hear back by May 10th, please contact our office at 867.993.5005.

This position is funded in part by Canada Summer Jobs. Deadline to apply is 4:30 PM, Thursday, May 9th, 2019