

Employment Opportunity Programming Assistant (must be 15-30 yrs old)



Term: May 18 to August 31, 2022 (flexible)

Hours: 26.25 hrs per week

Wage: \$20/hour

Location: Dawson City, Yukon

EXTENDED DEADLINE - New Closing Date: Friday, May 13, 12pm

Do you love making art and enjoy working with kids? KIAC is hiring a summer Programming Assistant!

Reporting to the Education & Outreach Manager, the Programming Assistant is responsible for the creation, coordination, and implementation of arts-based activities and programming for children and youth throughout the summer of 2022. Duties also include managing the Confluence Exhibition Series at SOVA and various programming and events related duties as assigned.

The ideal candidate has strong leadership skills, is highly organized, self-motivated, and able to work cooperatively in a dynamic environment.

The successful candidate will have the following qualifications and experience:

- Must be 15-30 years of age at the start of employment (due to funding).
- Experience working with children and/or youth OR experience in the visual and/or performing arts
- Demonstrated experience organizing or leading events and/or community programs.
- Must provide a clean criminal & vulnerable sector record check.
- Excellent verbal and written communication skills.
- Excellent time management skills with the ability to work independently, as well as cooperatively, in a dynamic environment.
- Ability to lift and carry up to 20 lbs occasionally.

The following are considered assets:

- Knowledge and understanding of Tr'ondëk Hwëch'in and/or Indigenous cultures in Canada.
- Valid class 5 driver's license.
- Understanding of basic financial record keeping procedures.
- Knowledge of Dawson City, its services, and its resources.
- Knowledge and understanding of Klondike Institute of Arts and Culture (KIAC) operations.

For a complete job description, please contact programs@kiac.ca.

To apply, please submit a cover letter and resume by **Friday May 13 at 12pm**

In person: 902 2nd Avenue, between 9am-5pm, Mon-Fri.

By email: programs@kiac.ca

All applicants will receive a confirmation email indicating receipt of application. If you do not receive a response within five business days, please contact 867-993-5005.

Candidates selected for an interview will be notified by Monday May 16th, 2022.