

Employment Opportunity

Youth Art Enrichment Coordinator



Contract Dates: January 15 - March 29, 2024

Hours: 15 hours/week in January and February.
37.5 hours/week in March.

Wage: \$24.72 per hour

Location: KIAC, 902 2nd Ave. Dawson City, Yukon

Deadline to Apply: Wednesday January 3, 2024 at 11:59pm Yukon Time.

The Youth Art Enrichment Coordinator will work with the KIAC Programs Manager to plan and host the annual four-day art program for Yukon youth. Artistically-inclined youth ages 14 – 18 will travel from across the Yukon to Dawson City to take part in intensive workshops led by professional artists at KIAC. This year's program will take place between March 18-23rd, 2024.

For more information about the Youth Art Enrichment program visit www.kiac.ca/youth-art-enrichment

The Youth Art Enrichment (YAE) Coordinator reports to the Programs Manager. The YAE Coordinator and the Programs Manager will work together to plan and be responsible for all aspects of the program.

YAE Coordinator Scope of Duties and Responsibilities

Communications

- Communicate with YAE instructors
- Identify, confirm and coordinate 4 chaperones
- Collect information and create contracts
- Follow up on contacts for evening events and schedule necessary volunteers
- Facilitate travel plans for students and instructors
- Communicate with parents and students about the camp and answer questions

Administrative Duties

- Plan meals for camp duration with the camp chef (prep, ordering, sponsorships)
- Conduct art supply inventory and order supplies
- Monitor intake of applications during participant enrolment
- Review and select applications with Program Manager

Programming Duties

- Finalize camp schedule and structure with Program Manager
- Prepare facilities for workshops
- Be present during the camp and offer general support for the program
- Support students, instructors, and chaperones
- Be on-call evenings and overnights during the program week with the Programs Manager, in case of emergency
- Set-up and tear down of a gallery exhibition showing student artwork

Financial Management and Reporting

- Keep track of expenses
- Submit cheque requests
- Collect and organize data on the program
- Write summary report on activities, successes and challenges
- Assist the Program Manager with final reports

Qualifications

The successful candidate will have the following qualifications and experience:

- Must be at least 19 years of age
- Demonstrated experience organizing or managing events and/or community programs
- Experience working with youth
- Excellent verbal and written communication skills
- Excellent time management skills with the ability to work independently, as well as cooperatively in a team
- Experience with Google Suite software (Sheets, Docs, Gmail, etc) and various web/software programs
- Ability to lift and carry up to 20 lbs occasionally
- A clear criminal & vulnerable sector record check will be required prior to employment

The following are considered assets:

- Familiarity with various arts and craft mediums
- Professional experience in a visual and/or performing arts setting
- Understanding of basic financial record keeping procedures
- First Aid Certification
- Knowledge and understanding of Tr'ondëk Hwëch'in and/or Indigenous cultures in Canada
- Knowledge and understanding of Klondike Institute of Arts and Culture (KIAC) operations
- Knowledge of Dawson City, its services, and its resources
- Valid class 5 Driver's License

How to Apply

Send a cover letter and resumé to hr@kiac.ca or in person at the KIAC office Monday - Friday from 9-5pm by Wednesday January 3, 2024 at 11:59pm Yukon Time.

If you have any questions about the position, please email programs@kiac.ca or call 867-993-5005.

Please note KIAC offices will be closed between December 23, 2023 - Jan 1, 2024, reopening at 9am on Tuesday Jan 2, 2024.