

Employment Opportunity

Two Summer Assistants (must be 15-30 yrs old)

Term: 12 weeks between May - August 2024

must be available between June 10 - 21, 2024

Hours: 35 hours per week

Wage: \$22.44 per hour

Location: Dawson City, Yukon

APPLY NOW - Interviews will be scheduled on a rolling basis

Final Deadline for applications: Tuesday May 21 @ 11:59pm YT



Do you want to work at Dawson City's multi-disciplinary arts centre this summer?

KIAC is hiring TWO Summer Assistants!

The Summer Assistants will amplify the activities and impacts of the existing programming and administration at KIAC. The candidates will assist with programming or volunteer coordination for the Yukon Riverside Arts Festival (YRAF). The Summer Assistants will get a chance to gain experience and support a wide variety of KIAC's activities, including exhibitions in the ODD Gallery, Workshops, Kids' Programs, Performing Arts Events and Front of House / KIAC reception. The Summer Assistants will report to various department managers and work closely with the Arts Festival Coordinator, Programs Manager, and Office Administrator.

The ideal candidate is eager to learn about a busy and dynamic non-profit arts centre, is highly organized, self-motivated, and able to work cooperatively in a dynamic environment.

POSITION ONE: GENERAL SUMMER ASSISTANT

Volunteer Coordination at the Yukon Riverside Arts Festival (YRAF) June 13 - 16, 2024

- Work with the Arts Festival Coordinator and Office Administrator on volunteer recruitment strategies
- Help create volunteer recruitment materials such as flyers, social media posts, and email newsletters
- Reach out to and maintain communications with recruited volunteers, distributing relevant festival information and answering questions
- Match volunteers with appropriate roles based on their skills, interests, and availability
- Develop and maintain a volunteer schedule, ensuring adequate coverage for each festival event and activity
- Serve as the main point of contact for volunteers, addressing their questions, concerns, and feedback
- Provide on-site support and supervision during festival events, ensuring volunteers have the resources they need to succeed
- Recognize and appreciate volunteers for their contributions, fostering a positive and supportive volunteer environment
- Assist with other YRAF related duties, as time and capacity allows

ODD Gallery and Performing Arts Events Assistance

- After YRAF is finished, pivot roles to assist with the ODD Gallery and Performing Arts Events
- Assist artists with installation and deinstallation of exhibitions
- Assist with exhibitions, opening receptions, artist talks, gallery sitting and events related to the ODD Gallery and the Artist-in-Residency Program
- Coordinate and provide support to Gallery volunteers
- Assist with Performing Arts and partnered events, including front-of-house duties such as taking tickets at the door, selling food or drink at the concession, documentation, or other tasks as needed (including offering support at the Dawson City Music Festival, Indigenous Peoples' Day and Moosehide Gathering)

Front of House / KIAC Reception

- When not assisting in the Gallery or with events, work with the Office Administrator to offer Front-of-House and reception support
 - Sit at the front desk to greet and assist the public, including providing information about KIAC programming to community members and visitors
 - Respond to general phone inquiries and forward calls to the appropriate department
 - Work closely with the Office Administrator on tasks such as sending out a weekly newsletter, summer Artist Market coordination, program registration, record-keeping of ticket sales, and other Front of House duties
 - Assist with event promotion and marketing including poster design, social media content creation, digital marketing, taking photos to post to social media, updating the bulletin and sandwich boards, etc
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POSITION TWO: PROGRAMS ASSISTANT

Kids' Tent Assistant at the Yukon Riverside Arts Festival (YRAF) June 13 - 16, 2024

- Work with the Programs Manager to organize fun and age appropriate activities for kids
- Prepare supplies for crafts, activities, and other kids programming
- Assist with set-up and take-down of the activities and supplies
- Be present at the Kids' Tent (Sat June 15 from 11am-4pm, plus set-up/tear-down) to offer support to program leaders, volunteers, kids, and their caretakers
- Keep stock of supplies like snacks, art materials, first aid supplies, etc. and distribute as needed
- Assist with other YRAF related duties, as time and capacity allows

Art Programming and Workshops Assistant

- Assist the Programs Manager with drop-in art programs or workshops by opening/closing venue, welcoming and registering participants, collecting drop-in fees, set-up and clean-up of supplies, etc
- Assist with event promotion and marketing including poster design, social media content creation, digital marketing, taking photos to post to social media, updating the bulletin and sandwich boards, etc
- Assist with activities at partnered events including the Dawson City Music Festival, Indigenous Peoples' Day, Moosehide Gathering, and the Print & Publishing Festival

Kids' Art Programs

- Assist the Program Manager in the creation, coordination, and implementation of arts-based activities and programming for children and youth
 - Develop curriculum, oversee registration, manage supplies and equipment
 - Deliver fun, safe, age-appropriate arts activities in a weekly summer program
 - Assist with coordination of family-friendly arts activities throughout the summer
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The successful candidates must have the following qualifications and experience:

- Must be 15-30 years of age at the start of employment (due to funding)
- Experience in the visual and/or performing arts
- Demonstrated experience organizing, leading, or assisting with events and/or community programs
- Experience in administration, including knowledge of (or able to quickly learn) Google Suite (gmail, docs, sheets, drive), social media platforms, and design software (canva or adobe), or similar programs
- Experience working with children and/or youth (Programs Assistant position only)
- Must provide a clean criminal & vulnerable sector record check (Programs Assistant position only)
- Is familiar with (or able to quickly learn) how to take payments through Square using an iPad (General Summer Position only)
- Excellent verbal and written communication skills

- Excellent interpersonal skills, with the ability to engage and motivate volunteers and deal effectively with the public
- Strong organizational and time management skills, with the ability to multitask and prioritize tasks effectively
- Ability to work independently as well as cooperatively
- Ability to lift and carry up to 20 lbs occasionally (accommodations can be made if this is not possible)
- Must be legally entitled to work in Canada
- Work hours are generally 9am-5pm with some flexibility. Must be available some evenings and weekends to accommodate the Yukon Riverside Arts Festival (Jun 13 - 16), and other events and programs that fall outside of regular business hours. *Must be available between June 10 - 21, 2024.*

The following are considered assets:

- Knowledge and understanding of Tr'ondëk Hwëch'in and/or Indigenous cultures in Canada.
- Knowledge of Dawson City, its services, and its resources.
- Knowledge and understanding of Klondike Institute of Arts and Culture (KIAC) operations.
- Valid class 5 driver's license.
- Understanding of basic financial record keeping procedures.
- Website management or other web-based skills such as knowledge of mailing list software (eg. Mailchimp)
- Post-secondary education or equivalent, ideally in arts and culture
- First Aid Certification

Benefits:

- Opportunity to gain hands-on experience in event coordination and volunteer management.
- Networking opportunities with artists, performers, and arts organizations.
- Free admission to YRAF events, KIAC Performing Arts and Film events, and half-price registration to workshops and programs
- Culture of staff appreciation and a supportive work environment (ie. staff parties, events, etc.)
- 4% vacation pay in addition to regular wage

KIAC is dedicated to being a diverse and inclusive workplace where individuals are valued and appreciated for their unique perspectives and contributions. KIAC is committed to providing equity in its presentation, programming, and employment for individuals who face systemic barriers. We encourage and prioritize applications from people from diverse backgrounds and identities.

To apply for this position, email or drop-off cover letter and resume to the KIAC Hiring Committee:

By email: hr@kiac.ca

In person to the KIAC office: 902 2nd Ave, Dawson City between 9am and 5pm Monday to Friday.

Include the subject title “[Your Name] Summer Assistant Application [General OR Programs]”

Please include in your email or cover letter which Summer Assistant Position you would prefer.

Please include a brief cover letter (one page max) telling us about who you are, your relevant skills and experience, and why you are interested in the position.

If you have questions or would like to discuss the position, please email hr@kiac.ca, call 867-993-5005 or drop by the KIAC office 902 2nd Ave, Dawson City between 9am and 5pm Monday to Friday.

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