


<b>Arts Programming &amp; Festival Assistant Job Description</b>			
	<p><b>Position Summary:</b> The Arts Programming Assistant is responsible for supporting arts and festival programming at KIAC.</p> <p>The position plays a vital part in coordinating and supporting the Yukon Riverside Arts Festival and summer art programming activities. This role supports camps and workshops geared towards youth, seniors, and adults. This is a dynamic position suited to someone who is organized, enthusiastic, community-minded, and passionate about the arts.</p>		
<p><b>Reports To:</b></p>	<p>-Artist Engagement Manager -Programs Manager</p> <p>Supervised by the Programming Director</p>	<p><b>Adopted:</b></p>	<p>April 8, 2025</p>
<p><b>Supervises:</b></p>	<p>N/A</p>	<p><b>Last Reviewed:</b></p>	<p>April 27, 2026</p>

**The ideal Arts Programming & Festival Assistant will possess:**

- Strong organizational and time management skills, with the ability to multitask and prioritize tasks effectively
- Excellent verbal and written communication skills and ability to collaborate with various KIAC departments and volunteers.
- Passion for engaging diverse audiences through accessible arts programming
- A commitment to fostering diverse, equitable, and accessible programming that reflects values of inclusivity and cultural engagement
- Education or experience\* in the areas of visual arts, arts-programming or related fields
- Experience\* coordinating community or arts-based programs, camps or special events
- Experience\* working directly or indirectly with children and/or youth and seniors
- A clean criminal & vulnerable sector check
- Excellent interpersonal skills, with the ability to work effectively with the public
- Ability to work independently as well as cooperatively

**Scope of Duties and Responsibilities:**

**1. Yukon Riverside Arts Festival (YRAF) June 11-14, 2026 Assistant**

- Work with the Artist Engagement Manager leading up to the festival to assist with festival prep and planning
- Assist with YRAF related events, including prep and assisting with the Gallery Hop, Artist Market, Info Booth, Demo Tent, Artist Meet and Greet, and evening events as time and capacity allows
- Help create promotional materials such as flyers, social media posts, and email newsletters
- Provide on-site support and assistance during festival events, including evening events

## **2. Art Programming and Workshops**

- Assist the Programs Manager with drop-in art programs or workshops by opening/closing venue, maintaining art supplies, welcoming and registering participants, collecting drop-in fees, set-up and clean-up of supplies, etc
- Assist the Programs Manager with prep and delivery of multi-day camps, such as the Drag Boot Camp
- Facilitate bi-weekly painting sessions with seniors at the long-term care facility, McDonald Lodge

## **3. Kids' Art Summer Programs**

- Assist the Program Manager in the creation, coordination, and implementation of arts-based activities and programming for children and youth
- Assist the Programs Manager in delivering fun, age-appropriate kids' activities by preparing supplies, supporting program leaders and volunteers, managing setup and cleanup, and ensuring necessary materials are stocked and available
- Assist the Programs Manager with prep and delivery of multi-day camps, including Dance Camps and Nation Skate (art & skateboarding camp)

## **4. Partnered Programming Assistance**

- Assist with activities at partnered events including the Dawson City Music Festival, The Dànojä Zho Cultural Centre's Indigenous People's Day event, Moosehide Gathering, and other cultural programming

### **Minimum Requirements and Experience\*:**

- Self-motivated with excellent time management skills
- Strong organizational skills with attention to detail
- Ability to work independently as well as cooperatively
- Ability to work with a group and get along with people within an anti-oppressive framework
- A commitment to fostering diverse, equitable, and accessible programming that reflects values of inclusivity and cultural engagement
- Excellent verbal and written communication skills and ability to collaborate with various KIAC departments and volunteers
- Computer literacy for word processing, spreadsheets, email and internet use
- Experience managing positive relationships with members of the public and participants
- Experience working directly or indirectly with children and/or youth and seniors
- A clear criminal & vulnerable sector record check will be required prior to start date
- Available to work the weekend of June 11-14, 2026 for Yukon Riverside Arts Festival
- Must be between 15-30 years old
- Must be eligible to work in Canada
- Reside in Dawson City, Yukon

**Preferred Qualifications and Experience\*** (additional assets, but not mandatory):

- Education or experience in the areas of visual arts, arts-programming or related fields
- Experience coordinating community or arts-based programs, camps or special events
- Experience in administration and event promotion, including knowledge of (or quickly able to learn) Google Suite (gmail, docs, sheets, drive), social media platforms (Facebook and Instagram), and design software (Canva or Adobe) or similar programs
- Practical and technical knowledge with various arts and craft mediums
- Knowledge of the Dawson City, Yukon community including a strong understanding of local resources, Tr'ondek Hwech'in culture, and/or Yukon First Nations and Indigenous cultures in Canada
- Knowledge and understanding of Klondike Institute of Art and Culture (KIAC) operations

\*Experience is considered to be built through:

- i. engagement in formal and/or informal education and/or training;
- ii. paid and/or volunteer work experience;
- iii. community organizing and/or activism;
- iv. domestic labour.