



## **Summer Engagement Assistant**

Full-time, 35 hours/week, 12 week contract (Monday, June 9 to Friday, August 29)

Salary: \$18/hr

Application deadline: April 30, 2025

Start date: Monday, June 9, 2025

### *Job description*

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The Robert McLaughlin Gallery (RMG) is seeking an engaging, dynamic, outgoing Summer Engagement Assistant to lead our team of Summer Camp staff to deliver an incredible summer camp experience at the RMG. At the RMG you can broaden and enrich young audiences' experiences, inspiring hearts and minds with a lifelong love of the possibilities within the arts. This full-time contract position is also an outstanding opportunity for you to gain practical, hands-on job experience in a cultural institution. The RMG believes that art cultivates connected and caring communities.

YCW Summer Engagement Assistant is responsible for supervising a team of Summer Learning Facilitators, collaborating with the Manager, Learning and Engagement and the Learning and Engagement Coordinator, and assisting with delivery of gallery and studio based art education that is specific for children 5-7 and 8-12 yrs. The Summer Engagement Assistant will work closely with the Learning and Engagement Coordinator to learn, adapt, and deliver thematic programming that engages young learners to look at, think, and talk about modern and contemporary Canadian art, including the RMG's Permanent Collections and special exhibitions.

### *Responsibilities*

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- Planning and implementing Summer Staff trainings, evaluate job performance throughout the summer
- Overseeing the daily operation of camp and basic administration duties
- Designing and adapting activities based on ability and age to ensure programs are inclusive
- Conducting independent research on artists, art movements and exhibitions to animate and engage participants in programs being delivered
- Supervising the delivery of age appropriate in-gallery and studio activities that align with the RMG's educational philosophy and program objectives

- Developing, supervising and actively participating (when appropriate) indoor and outdoor games, and group outings
- Ensuring all instructions and activities are accessible, supportive and inclusive for all participants
- Preparing and organizing activities and art materials
- Instructing and supervising children who are in the care of the Gallery
- Communicating with parents and staff
- Program and deliver fine-art activities at community events that are set-up for participant success
- Ensuring that a safe participant/Summer Staff ratio is kept at all times
- Supporting other team members
- Sharing key skills and expertise
- Documenting camp in the form of videos, vlogs, photographs, and providing marketing and communications with required material

Other responsibilities include:

- The independent use of a variety of gallery interpretation techniques that foster critical thinking including 21st Century Learning
- Independent research and communication with peers and students about modern and contemporary Canadian art, specifically, the RMG's permanent collection and special exhibitions
- The ability to evaluate the success of each week's activities and make recommendations for improvement
- Conducting one-on-one interviews with key RMG staff members to broaden knowledge of job descriptions, and responsibilities within the organization
- Encouraging children play, experiment, and produce finished artwork, while demonstrating their understanding of art techniques and materials, influenced by their own creativity, imagination and RMG exhibitions.
- Other duties as assigned

### *Qualifications*

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Necessary Skills + Experience:

- Knowledge of art-making techniques using a variety of media
- Experience as a visual artist and/or art instructor
- Experience working with and teaching art to toddlers, children or teens
- Strong communication and leadership skills
- A proven ability to work independently as well as in a team
- Enrolled as a returning student in a related degree program – Fine arts, Art History, Art Education, Education, Museum studies, Museum Management, Social Work or possess significant relevant work experience

### Necessary Attributes:

- Enthusiasm, creativity and a commitment to provide a positive experience for children of all ages and abilities including special & high needs individuals
- Responsible, punctual and reliable
- Ability to take a leadership role

### Bonus Skills + Attributes:

- Knowledge of ICT programs and creative mobile applications
- Experience working in a gallery setting with modern and contemporary Canadian art
- Experience working with children of all abilities

### Preferred and required after commencing position:

- Police Vulnerable Sector Check (cost covered by RMG)
- Standard First Aid Training (cost covered by RMG)

### Who We Are + How We Work

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The RMG believes that art cultivates caring communities. We build relationships with diverse artists and communities to present collections, exhibitions, and programs.

### Values

**Care:** We believe well-being is vital and demonstrate care through compassion, kindness, and patience.

**Artists:** We centre artistic practices, perspectives, and voices.

**Equity:** We integrate anti-oppressive and anti-racist practices in all facets of the organization working towards systemic change.

**Collaboration:** We bring together multiple people and perspectives to learn, create, and connect with each other.

**Accessibility:** We welcome everyone and find ways for all to participate.

**Accountability:** We take responsibility for our actions and communicate clearly, promoting safety and openness for all.

We encourage anyone applying to ensure our values have alignment with your own.

## RMG Team Values and Culture

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### Care

We have a culture of care and believe our collective well-being is vital. We demonstrate care by practicing compassion, kindness, and patience for ourselves and for each other. We understand that care needs our time and energy to be truly present in how we work.

### Accountability

We hold ourselves and each other accountable by taking responsibility for our actions. We communicate clearly when we cannot follow through on a commitment or make a mistake, apologize, and make amends. We believe everyone is doing their best, practice openness and transparency, and trust one another.

### Belonging

We nurture an atmosphere where everyone can feel like they belong. We take actions to ensure inclusion, acceptance, and compassion for one another and our differences. We find ways for everyone to participate, feel safe, and have a voice in order to contribute to meaningful collaboration.

## *Working Conditions*

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The Robert McLaughlin Gallery is an equal opportunity employer and encourages applications from qualified candidates from visible and invisible minority group members, women, Indigenous persons, persons with disabilities, persons across the spectrum of sexual orientation and gender identities and others with the skills and knowledge to productively engage with diverse communities. We are committed to hiring on merit and to removing barriers in employment policies. Should you require accommodation during the interview process, please let us know and we will work you to meet your needs.

This role is funded through the Young Canada Works in Heritage Organizations. By applying, you confirm you meet the [criteria](#).

To apply please forward your cover letter and resume to [info@rmg.on.ca](mailto:info@rmg.on.ca) in a single PDF document by April 30 at 5pm. Specify the position title of 'Summer Engagement Assistant' in the subject line. Please note that we will only reply to candidates selected for consideration and interview.

Thank you for your interest in joining us at the RMG.