



## Program Assistant

2 Positions Available

Young Canada Works

### The Opportunity

The Town of Grimsby is committed to building a future that welcomes innovative new ideas while protecting and preserving its distinct heritage. It is a place where leaders are committed to sustainability and honouring Grimsby's treasured natural setting. Grimsby has become a sought-after community where residents enjoy waterfront living, historic neighbourhoods, active living, and world class natural amenities. It is conveniently located in the Greater Toronto and Hamilton Area (GTHA) in a region that is home to Niagara wineries, agriculture, cuisine, and internationally recognized attractions.

### The Portfolio

Reporting to the Education Coordinator, the Program Assistant is responsible for planning, developing, and leading the summer children's programs at the Art Gallery and planning educational programs for the upcoming school year.

### The Candidate

As a candidate for this position, you are currently enrolled in a degree or diploma program specializing in fine arts, education, museum studies or art history. You are experienced in working with various forms of media and previous experience leading groups of children. You possess strong time management skills, are a confident public speaker, and can work independently to meet project outcomes.

**You must be enrolled with and meet the requirements of Young Canada Works to be considered for this position.**

### Working for the Town of Grimsby

This is a full-time, seasonal position working 35 hours per week for three (3) months (June to August). The Town of Grimsby offers candidates for this position **\$19.39 per hour** (2025 rate).

The Town supports the health and wellness of our employees; a commitment that is demonstrated through free access to Town recreation facilities for employees and flexible working arrangements.

## How to Apply

If you are excited by this opportunity, we are excited to hear from you! We invite you to submit your application to [hr@grimsby.ca](mailto:hr@grimsby.ca) by **April 28, 2025 at 4:30 PM**. Please quote the posting number in the subject line.

## Posting #: 31-2025

*We thank all applicants for their interest, however only those selected for an interview will be contacted. The Town of Grimsby is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection processes, and work environment. We will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process. Please contact the Office of Human Resources, [hr@grimsby.ca](mailto:hr@grimsby.ca) if you need assistance.*

*Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.*



## **JOB POSTING**

### **Program Assistant**

Community Services – Grimsby Public Art Gallery

#### **Duties and Responsibilities:**

##### **1. Programming (50%)**

- 1.1 Develops projects and activities for summer children's programs at GPAG and in partnership with Recreation Services camps, based on themes and guidelines, including all necessary safety protocols, provided by Education Coordinator. Delivers programming via zoom, outdoors and/or in-studio as scheduled and appropriate.
- 1.2 Inventories supplies and materials available in studio, assesses needs for summer programming and requests orders, restocks in consultation with Education Coordinator at the end of the summer.
- 1.3 Develops and assembles resource materials for planned activities, including materials kits and instructions for curbside pick-up prior to zoom programs; tool kits and handouts for in-person programs; and documentation with teaching instructions and templates following program.
- 1.4 Prepares video and online presentations, developing script, rehearsing, and recording as necessary.
- 1.5 Develops programs and activities related to fall exhibitions and recreational and school programs for children incorporating curriculum links and practical knowledge gained from teaching experience.
- 1.6 Works with Curatorial Assistant and regular GPAG staff to ensure that Art in the Schools program is ready to return to schools in September.
- 1.7 Answers questions from the public related to planned programming including content, safety protocols, registration issues, etc.

##### **2. Media and Public Relations (25%)**

- 2.1 Designs promotional materials appropriate for both print and virtual media to market summer and fall/winter programs and activities.
- 2.2 Develops an on-line marketing strategy to reach under-represented community areas with information about GPAG programs and activities.
- 2.3 Develops and administers end of program surveys for all programs and activities. Ensures that all collected data is recorded accurately and appropriately.

##### **3. Exhibitions and Special Events (20%)**

- 3.1 Develops activity plans and documents resource requirements for summer/ fall special events such as Culture Days and curriculum linked exhibition resources.
- 3.2 Attends special events that occur during the employment period, organizes set up, activity delivery and take down.

3.3 Supports Art Gallery staff with exhibition changeover as required.

**4. Other (5%)**

- 4.1 Works in a safe manner in accordance with the Occupational Health and Safety Act, associated regulations, other applicable legislation, Town by-laws, policies, procedures, and guidelines.
- 4.2 Other related duties, as assigned.

**The successful candidate will possess the following:**

**Education**

- Currently enrolled in a degree or diploma program specializing in fine arts, education, museum studies, or art history.

**License, Registration and Training**

- Police Vulnerable Sector Check (Level 3) or Judicial Matters Check to the satisfaction of the Town.
- Principles of Healthy Child Development, High Five program.

**Experience**

- Experience with various forms of media (print, online).
- Personal experience with a variety of Art media and techniques.
- Experience leading groups of children.

**Knowledge/Skills/Abilities**

- Well organized with proven time and project management skills.
- Confident speaker.
- Able to work independently to meet project outcomes.
- Fluency in English is required; a basic knowledge of French is an asset.
- Intermediate computer skills and familiarity using Microsoft Word, Excel, Publisher and Canva

A combination of education, training, and experience may be considered.