

Instructors Assistant, Summer Student Position

Location: Peterborough, Ontario

The Art School of Peterborough is a non-profit organization and is dedicated to fostering the growth of creativity and skills in visual art forms for everyone. The Art School is looking to hire three Instructor's Assistants as a summer student position. This position will primarily involve aiding our Instructor with projects related to our 2019 Summer Camps. Overview of children, assisting instructors and ensuring prep material is complete for upcoming weeks. The Instructors Assistant will work closely with all of the Instructors and also The Art School of Peterborough's Executive Director. This position will play a key role in the execution of our summer camps. A successful candidate will achieve success in this role if you are creative and dynamic, a team player, high attention to detail and superior verbal, problem solver and a love for working with children. Duties will include supervising and ensuring safety of children, instructing students, prep work, aiding instructors when needed.

Duties & Responsibilities

- Work in conjunction with The Art School's Instructors and the Executive Director
- Aid Instructors when needed
- Prep all materials needed for upcoming summer camp weeks.
- Take photos of summer camp children to be uploaded to social media sites
- Provide a strong leadership
- Perform other duties as needed or assigned

Qualifications

- Currently in Highschool, knowledge of working with clay an asset
- Relevant work experience is an asset
- Experience with coordinating others, and events an asset
- Child's CPR and First Aid preferred
- Strong verbal skills

- Self-motivated and ability to independently with minimal supervision and guidance as a team player
- Proven evidence of superior organizational and interpersonal skills
- Excellent people relationship building skills
- Strong attention to details
- Ability to work independently and under pressure

This position is partially funded through Canada Summer Jobs, and thus candidates must meet the following eligibility criteria:

- Be between 15 and 30 years of age at the start of the employment;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act 3I; and, Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations .

How to Apply

Interested candidates are asked to forward their resume and cover letter to Executive Director, Jenni Johnston, at info@artschoolptbo.org By **May 3rd at 5 pm.**

The Art School of Peterborough is an equal opportunity employer. Any information collected during the recruitment will be solely used for employment recruitment purposes only under the Freedom of Information and Protection of Privacy Act. We thank all applicants; however, only candidates selected for an interview will be contacted.