

## JOB DESCRIPTION

**Job Title:** Youth Programs Facilitator, Casual

**Reports to:** Youth Program Coordinators

**Division:** Education & Public Programs

**Department:** Youth programs

**JOB SUMMARY:** Reporting to the Youth Program Coordinators, this position is responsible for providing an educational experience by conducting youth tours and workshops, participating in team teaching and mentorship in the training of volunteer guides.

### **DUTIES and RESPONSIBILITIES:**

- Conducts youth program tours for students representing nursery to Grade 12, adapting to learner needs and teacher expectations.
- Assesses tour groups and adapts program to learner needs in conjunction with Gallery Policy and Procedures and teacher expectations.
- Assists in the training process for new guides by monitoring and providing feedback to the art educator.
- Attends training to acquire knowledge of all exhibitions. Researches exhibitions and obtains artist information.
- Maintains resources and materials used by guides and teachers.
- Maintains respectful student behaviour in collaboration with teachers and WAG security.
- Acts as a role model to teachers for discussing art with students.
- Assists in researching artists and exhibitions for guide training.
- Provides feedback to Youth Program Coordinators regarding the running of programs, guide performance and student and teacher responses.
- Ability to conduct art workshops as directed in the Studio.
- Demonstrate ability to lead groups in a Studio setting.
- Experience working with a variety of art supplies.
- Other duties as assigned

### **JOB REQUIREMENTS:**

- Minimum two year's post-secondary education in fine art or art history.
- Minimum two year's experience working with children in a teaching capacity.
- Knowledge of WAG's Youth Programs for all age levels.
- Good communication and leadership skills.

### **OTHER REQUIREMENTS:**

- Knowledge of Internet research procedures desirable.

### **Approved by:**

\_\_\_\_\_  
Divisional Manager

\_\_\_\_\_  
Date

I have read the above and understand it is a description of the duties assigned to my position.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date