



Position Title: Gallery Instructor

Supervisor: Camryn Pereira, Public Programs Manager

Temporary Part-Time: on call 3-6hr/shift

Working Days: Flexible including occasional evenings and weekends as required.

Compensation: \$21/hour

Start Date: January 6, 2025

The Canadian Clay and Glass Gallery, Waterloo, is looking for dynamic Gallery Instructors to help deliver programs and events for school groups, community groups, and members of the public.

The ideal candidates will have a background in delivering art programs, will be proactive with leadership qualities, and will exude positive energy to deliver a fun and welcoming experience to all visitors. Must be available on weekdays and weekends.

Gallery Instructor responsibilities:

- Lead activities during programs including school workshops, art camps, Gallery tours, programs for seniors, and special events.
- Work with external artists and practitioners to help run creative workshops.
- Facilitate set up and take down for events (moving chairs, tables, putting out signage, sweeping) following written event plans.
- Create a welcoming and inclusive environment with an emphasis on effective customer service.
- Assist with serving refreshments.
- Maintain a safe, clean and professional workplace environment.
- Complete other tasks as required for events and programs.

Requirements:

- Vulnerable Sector Police Check will be required for all successful candidates.
- Practical knowledge of fine art. Formal arts training an asset.
- Confident presenter, experience delivering art workshops an asset.
- Responsible and positive, upbeat and engaging personality.
- Strong communication skills and leadership qualities
- Experience in a clay or glass studio an asset.
- Experience working in camps, or with children.
- Smart Serve Certification an asset.



The Canadian Clay and Glass Gallery is an equal opportunity employer committed to inclusive, barrier-free recruitment. The gallery is wheelchair accessible. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

The Canadian Clay & Glass Gallery is a long-standing site of excellence and a destination for contemporary ceramic and glass art for international tourists and regional citizens. We present exhibitions that challenge ideas and perceptions of the definitions of art, craft and design today.

About the Waterloo region: There is so much to see in do in Waterloo Region! Our community has all the amenities of a large urban centre, with the charm and character of a smaller rural community. From forests and trails, to festivals and museums, there's something for everyone. For more information on the region, visit www.explorewaterlooregion.com

Canadian Clay and Glass Gallery invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment. Please note that only the candidates selected for an interview will be contacted.

To apply:

Please send cover letter, resume, and digital portfolio (link to website or social media with images of your artwork; or email 1-3 images) by **Friday November 22, 2024**, to:

Denis Longchamps, Executive Director 519-746-1882 ext. 231
director@theclayandglass.ca

