



**Part-time Contract – Program Assistant, Latcham Saturdays
(Job # LAC-003-24)**

Status:	Part-time, Contract (October 5, 2024 – October 18, 2025)
Date Open:	July 26, 2024
Date Closing:	August 16, 2024
Number of Positions:	1
Scheduled hours/shifts:	7 hours per week
Salary:	\$18.90/hour (Grade 3, Step 1)

Position Purpose

Latcham Art Centre seeks an outgoing, responsible, creative, and flexible individual to act as Program Assistant, Latcham Saturdays for a one-year contract. The candidate will be responsible for the planning and facilitation of the Latcham Saturdays Program. Other responsibilities include preparing materials, setting up tables/chairs/tent, communicating with participants and their families, maintaining statistical information and cleaning. Occasional responsibilities include acting as Gallery Attendant and assisting at gallery events.

The ideal candidate has excellent communication, teamwork and problem-solving skills, a positive attitude and eagerness to participate in art and Gallery activities.

Qualifications and Requirements

- Applicants must demonstrate the desire and the capability to work with children of all ages, have a passion for art and creativity, and a desire to impart this skill to children. Previous, related experience an asset.
- Excellent interpersonal and communication skills with the ability to interact effectively and courteously with customers of all ages.
- Self-motivated with a professional attitude.
- Available to work Saturdays each week.
- Police record check or Vulnerable sector screening is required.
- Other duties as assigned.

How to apply

Please forward your resume in confidence by August 16, 2024, identifying **Job# LAC-003-24**, **Attn: Manager, Latcham Art Centre** in the subject line to jennifer.onlock@latchamartcentre.ca

The Latcham Art Centre is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. We respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.