

AGNES ETHERINGTON ART CENTRE AT QUEEN'S

Position title: Public Programs Assistant

Supervisor: Pat Sullivan, Public Programs Manager

Description: The Public Programs Assistant will work two hours a week, helping Pat with administration and record-keeping. He/she will compile a profile of the student docent program by recording information and tracking past docents to see where they are now. Besides offering valuable administrative help, this position provides a unique insight into how students use their degrees and volunteer experience to shape careers in the arts.

Term of placement: Spring or fall semesters, 2015

Time requirements: Two hours a week, onsite in the Public Programs Office of the Agnes.

Qualifications: Two years towards a Bachelor's Degree in Art History

Attention to detail

Ability to work independently

Interest in programming and outreach in a public art gallery

Application requirements: Send an email stating your interest in the position, along with a resume to pat.sullivan@queensu.ca by 12 March, 2015. Pat will follow up with an interview.