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Education Assistant, Special Projects

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Program stream:

Young Canada Works at Building Careers in Heritage

Job title:

Education Assistant, Special Projects

Organization name:

Agnes Etherington Art Centre

Job location:

Kingston, Ontario

Length of assignment:

2025-09-03 to 2026-03-31 (30 weeks)

Hourly wage:

\$20.00

Program stream: Young Canada Works at Building Careers in Heritage

Job title: Education Assistant, Special Projects

Organization name: Agnes Etherington Art Centre

Job location: Kingston, Ontario

Length of assignment: 30 weeks

Hourly wage: \$20.00/hr

Description:

Situated on traditional Anishinaabe and Haudenosaunee territory, Agnes is a curatorially-driven and research-intensive professional art centre that proudly serves a dual mandate as a leading, internationally recognized public art gallery and as an active pedagogical resource at Queen's University. By commissioning, researching, collecting and preserving works of art, and by exhibiting and interpreting visual culture through an intersectional lens, Agnes creates opportunities for participation and exchange across communities, cultures, histories and geographies.

The Education Assistant, Special Projects will play an important role in developing children's digital programming and supporting ongoing educational offering such as school programs.

The Education Assistant will work closely with the Program Coordinator and the Digital Development Coordinator to develop a comprehensive proposal for a "digital kids' education space". This initiative aims to establish a robust digital presence for children's programming, fostering creativity and accessibility through online platforms. With the supervision of Agnes staff, the intern may collaborate with local artists, educators, and digital specialists to research and draft a thematic structure and content for the digital project.

Additionally, the Education Assistant will support ongoing education programs such as the training of docents who lead in-person school programs and will provide administrative support for the scheduling, delivery and evaluation of school

programs.

Should the Education Assistant have time for additional tasks and projects, these will be determined based on the intern's interests and Agnes's needs.

The Education Assistant will have the opportunity to deepen and apply their knowledge of museum education, develop skills in digital program development and project management, collaborate with museum staff across several departments, and network with art educators, artists, teachers, and curators.

Required Education and Qualifications:

- Recently graduated with a degree in Art History, Fine Arts, Museum Studies, History, Education, Cultural Studies, or a comparable program. A master's degree is an asset.
- Demonstrated interest in museum work. Prior work experiences in museums is an asset.
- Demonstrated interest and experience in arts education. Experience teaching in a classroom is an asset.
- Excellent communication skills, oral and written.
- Strong computer skills in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), remote meeting software (Zoom), and experience with Internet research.
- Strong organizational skills, with the ability to manage time effectively and meet deadlines.
- Strong initiative and an ability to work independently.
- A Vulnerable Sector Check.

The successful candidate must be eligible for the Young Canada Works (YCW) at Building Careers in Heritage (YCW BCH) program. The candidate is eligible if they:

- are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent resident status are not eligible);
- are legally entitled to work in Canada (have a valid social insurance number);
- are between 16 and 30 years of age inclusively at the start of employment; and
- are a college or university graduate (certificate, bachelor's, master's or doctorate).

Note: Priority will be given to graduates that have not previously participated in YCW internship programs and that are unemployed or underemployed.

Application deadline

People from the Government of Canada job equity groups are encouraged to apply. Indigenous peoples, women, persons with a disability and visible minorities are encouraged to self-declare in their cover letter. This position is subject to final funding approval.

To apply, individuals are required to:

- visit the Young Canada Works login page;
- create an account by clicking on the "Sign up" link, then complete and submit a candidate profile;
- browse job opportunities via the "Search for a job" link in their account; and
- express their interest in a position by clicking on the job title and then on "Express interest in this job."

Applications must also be sent electronically to Agnes's Program Coordinator Charlotte Gagnier (charlotte.gagnier@queensu.ca). Please include a cover letter, resume and the contact information of two references in a single PDF. Please confirm your eligibility for this program in your cover letter.

Applications must be received by 11:59 pm on 29 June 2025

Wage: \$20.00/hour, 35 hours a week, for 30 weeks

Start date: 3 September 2025

End date: 31 March 2026