Education Assistant, Special Projects

Opening Statement
Situated within territories of the Anishinaabe, Haudenosaunee and Huron-Wendat, the Agnes Etherington Art Centre 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 in Kingston. By commissioning, researching, collecting and stewarding 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.

Position Summary
The Education Assistant, Special Projects will play an important role in developing digital and in-person education projects. The Education Assistant will collaborate with the Public Programs and Education Curator and other Agnes staff on a range of education projects that support Agnes's exhibitions and public offerings. Key responsibilities include developing short audio guide scripts for an upcoming collections-based exhibition, contributing to the research and creation of an interactive activity book for children, youth, and families, and developing a school program for future delivery. The role also supports ongoing education initiatives, including docent training and the administration, scheduling, 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 project management, collaborate with museum staff across several departments, and network with art educators, artists, teachers, and curators.

Terms of Employment
- The position runs from 2 September 2026 to 31 March 2027 (30 weeks), 35 hours per week.
- Hours of work are typically Monday to Friday between 8 am and 5 pm, with a maximum shift length of seven hours plus one unpaid lunch break. However, this position may occasionally require variable hours to meet program needs.
- The hourly rate of pay is $22 CAD and payment frequency is biweekly.

Required Education and Qualifications:
- 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 experience 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), 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 satisfactory Criminal Record Check and Vulnerable Sector Screening.

Eligibility

The successful candidate must be eligible for the Young Canada Works (YCW) at Building Careers in Heritage (YCWBCH) 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 Instructions

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;
- express their interest in a position by clicking on the job title and then on “Express interest in this job."; and
- submit a cover letter and a resume. Please confirm your eligibility for this program in your cover letter.

Applications must be received by 11:59 pm on 28 June 2026.