

JOB POSTING



Job Title:	Program Assistant – LPAA (5 June 2023 – 28 July 2023)		
Position Type:	35 hours per week	Length of term:	8 weeks
Hourly Rate:	\$16.50 per hour	Info. contact:	(613) 507-4014 (office)

Qualified candidates are invited to submit their résumé (or curriculum vitae) with cover letter to info@kingstonmuseums.ca with subject line *Program Assistant - Student*. Your application must be combined into a single PDF (cover letter, resume and other supporting documentation (if applicable), using the following file name format: **lastname_firstname_CSJ_Program_Assistant_2023**. **Deadline – Friday, 19 May 2023 – 5:00 pm**

Position Description

Working under the direct supervision of the LodgePole Arts Alliance (LPAA) Project Coordinator, and the over-arching supervision of the KAM Managing Director, the Program Assistant will support the development, implementation and promotion of Indigenous-focused arts and heritage events programming as part of LPAA community initiatives. The home of LPAA is located within the umbrella of the Wolfe Island Commons and has a presence at The Hotel Wolfe Island. Routine community engagements are scheduled throughout the timeframe of the contract and the position does require a physical presence on Wolfe Island at these events.

ROLES AND RESPONSIBILITIES

- Develop and coordinate the promotion of arts and heritage events for all ages
- Coordinate the promotion of the organization with county residents and businesses
- Deliver a program to gather and analyze data for assessment of regional knowledge of Indigenous artists/artistry and history
- Perform a range of marketing tasks including drafting and finalising communications materials and maintaining a regular on-line social media presence
- other tasks as assigned

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Essential

- [meet the requirements of Canada Summer Jobs 2023 eligibility](#)
- Preference will be given to self-identifying Indigenous individuals
- Preference will be given to those in or recently completed cultural studies and/or arts studies
- strong communication and organizational skills; attention to detail required

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- comfort and confidence in meeting and engaging with the Indigenous community
- technological skills must include familiarity with MS Office suite (Word, Outlook, Excel, Teams), Zoom, Canva
- experience using/creating content for various social media platforms, including Facebook, Instagram and website
- ability to work independently with minimal supervision
- ability to work under pressure, adhering to project timelines and constraints
- ability to work collaboratively in a team environment
- ability to work flexible hours, that include weekends

Desirable

- Some knowledge of the demographics of the Frontenac Counties, with particular emphasis on Wolfe Island.

Please feel welcome to apply for this position even if you may need support with some of the roles and responsibilities.

ADDITIONAL NOTES

This job will function as a hybrid employment position, with both in-office (KAM and The Hotel Wolfe Island) and at-home work. In order to fulfill this role, you will require consistent access to a computer, a computer camera, and the internet when working at home. Appropriate digital equipment will be provided at the project work site (LodgePole Arts Alliance).

ERGONOMIC CONSIDERATIONS

Please keep in mind, due to the nature of the contracted activities and hybrid working structures, the successful applicant will be working on the computer, in a sitting position, and should prepare their workspace and workspace requirements accordingly. The applicant will also be working in outdoor, community environments.

Project supervisor will consult with the successful applicant to ensure all health and safety requirements are implemented.

Equity, Diversity, Inclusion and Indigeneity (EDII) Commitment

Kingston & Area Association of Museums, Art Galleries and Historic Sites (KAM) welcomes individuals of all abilities and perspectives to be a part of our organization. We uphold the following principles:

- Diversity contributes to the strength and prosperity of our organizations and our community;
- Equity is fundamental to successful inclusion;

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- Everybody deserves a safe and respectful work environment;
- Employers play an important role in facilitating successful inclusion for Kingston residents;
- Inclusive, diverse and equitable workplaces benefit all.

Organization Description

The Kingston & Area Association of Museums, Art Galleries & Historic Sites (KAM) is a professional network and collaborative resource hub supporting and working with Kingston regional cultural heritage sector. KAM first emerged in 1980 as a grass-roots organization and formally incorporated as a non-profit in 2009. We serve our members through four areas of activity: professional development, advocacy, public engagement and collaborative partnerships. We provide access to professional learning and training; collaborative programming initiatives, collaborative marketing programs; peer mentoring, operational support resources; and professional networks at the local, regional and provincial level. Our purpose is to support our members in their work to engage audiences and communities in cultural heritage narratives and experiences. Our members range from federally owned sites with professional staff, to sites which are member-owned and volunteer operated. Some operate seasonally; others, year-round. Many tell the stories and histories of our communities from local, regional and national perspectives. KAM has 53 members, including art galleries, museums, libraries and archives, historic sites, cultural tourism organizations and individuals. From its inception, KAM was driven by the ideal that by working collaboratively, despite differences in size, mandates and resources, cultural heritage sites and organizations could quite simply, do better together; improving practice and strengthening their connections within and across communities.

The intentions of the **LodgePole Arts Alliance** are to bring together Indigenous artists to dream, create and/or co-create artistic bundles that restore oral traditions (language), and ownership stories of culture, history, legacy and relationships to land in one building, with ties to diverse ecological pockets across Frontenac County. Indigenous artists can find refuge in this modern, Indigenous-designed, owned and programmed space that allows their talents and skills to expand, explore and blossom into new and imaginative ways of being, seeing and sharing art. The proposed space will afford protection to Indigenous artists while welcoming non-Indigenous artists to learn, experience and grow in their own talents, skills alongside professional teachers, leaders, and visionaries. Overtime, there is a hope that parcels of land – discrete ecological zones across the county - will be available for artists to explore and experiment with their creative traditions and skill sets. **LodgePole Arts Alliance** will most importantly open up the possibilities for Indigenous Artists to reclaim voice, reaffirm the body and find a resiliency in spirit through a reconnection to a land and space long standing in the blood memory of the regional Haudenosaunee and Anishinabek peoples.

We thank all applicants; however, only those selected for an interview will be contacted.