

Centre Canadien d'Architecture / Canadian Centre for Architecture

JOB DESCRIPTION

Job identification

Job title: Program Assistant, Young Public

Division : Programs
Service : Public

Supervisor: Coordinator, Public

Status: Contractual, Full time (35hrs/week)

Duration: 2 years

Posting period: September 7th to September 28, 2017

Job entry: October 2017

Job summary

The CCA Programs division researches and organizes exhibitions and public programs as a form of cultural production to suggest new perspectives for architecture debate, and as catalyst for original inquiry. Public programs extend and reflect projects to generate new ideas and encounters with diverse publics.

The responsibilities of Program Assistant, Young Public include delivering all public programs, such as guided tours, workshops, performances, and conversations, as well as supporting curatorial projects—with a focus on supporting the development of, coordinating, and leading the delivery of programs to young publics, which may take place on-site, off-site, and online. The incumbent participates in the research and/or program development under the direction of CCA Curators. The incumbent communicates curatorial projects by developing compelling narratives aligned with the institutional voice to foster comprehension of the CCA and its mission.

Key responsabilities

Development and coordination of young public programs

- Contributes to the development of all young public programs and organizes the related activities, following curatorial direction
- Liaises with local and regional K-12, CEGEP school boards, and works to increase external awareness of CCA young public programs, making presentations and networking
- Researches and maintains internal CCA awareness of relevant K-12, CEGEP curricula and standards, and proposes ways to align relevant young public programming
- Prepares materials and spatial plans for activities with Designer, Exhibition and Building
- Acts as an internal liaison in the division and with other CCA departments and/or external collaborators for all young public programs or public programs as needed
- Works with all departments involved to ensure that materials and information are received by the set deadlines to support the delivery and communication of young public programs or public programs as needed
- Drafts CCA website and social media content related to public and young public programs
- Notes public responses and prepares reports, statistics, and suggests improvements
- Delivers all programs for young publics; supporting other Program Assistants as needed
- Delivers other public program as needed
- Acts as a representative of CCA and ensures physical presence in the galleries and all
 public spaces at CCA, actively initiating conversations and available to respond to public
 inquiries

Research and development of curatorial projects

- Contributes to curatorial project development, including exhibitions and public programs, under direction of Curators
- Assists in the research and drafting of content for publications, web, and social media



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Administrative Assistance

- Assists Coordinator, Public in the scheduling of young public programs, ensuring that the schedules of all of the CCA's internal and external collaborators are included
- Plans the activity spaces, prepares requests for supplies needed for young public activities and ensures delivery
- Compiles data and assists in the preparation of progress reports, statistical reports and archiving

Required qualifications

- Education: Bachelor degree in a field related to architecture and education or demonstrated experience in the field, with demonstrated experience working with young publics; further training in teaching, communications, or group animation is a definite asset.
- Number of years of relevant work experience: 1 to 3 years

Competencies

- Bilingual, French and English, spoken and written
- Enjoys public speaking, excellent communication and speaking skills
- Experience in group animation with young publics
- Experience in training or art teaching or experimental pedagogy
- Flexibility to work with regular weekend and occasional evening work

Please submit your application (resume, cover letter or video) by email (rh@cca.qc.ca) before September 28, 2017 to the attention of Human Resources of the Canadian Centre for Architecture located at 1920 Baile Street, Montreal (Quebec) H3H 2S6. Only successful applicants will be contacted. Please do not call.

The CCA is an equal opportunity employer.