

Learning & Education Intern

REPORTS TO: Head of Learning & Learning Coordinator

POSITION TYPE: Full-time, temporary (7-month contract), 5 days a week, typical workweek Monday to Friday with some evenings and weekends mandatory.

COMPENSATION: \$19.10 hourly, free onsite parking

The Learning & Education Intern (Children and Youth) will play a leadership-focused, hands-on role in supporting the planning, delivery, evaluation, and continuity of children, youth, and family programming at the Art Gallery of Burlington (AGB). Over a 7-month term, the Intern will contribute across the program cycle, including Summer Camps, PA Day Camps, family programs, and community outreach initiatives during festival seasons such as Imagine in the Park and Canada Day.

This internship is designed to support emerging professionals seeking to build careers in arts education, museum education, and public programming within a public art gallery environment. The extended 7-month structure allows the Intern to gain experience beyond seasonal delivery, including program evaluation, documentation, and future planning.

Primary Responsibilities

Camp Leadership & Program Delivery:

- Act as Lead for Summer Camps, providing day-to-day leadership and operational support to camp staff and volunteers, with guidance from the Learning Coordinator.
- Supervise and support up to four Camp Coordinators in the planning and delivery of Summer Camp and PA Day programming aligned with gallery learning objectives.
- Assist with family programs and community festival outreach, including Imagine in the Park, Telling Tales, and Canada Day.
- Support the delivery of family programs and children's activities connected to exhibitions and collections.
- Foster a positive, inclusive, and collaborative working environment.

Training, Leadership & Staff Development:

- Collaborate with the Learning Coordinator to co-create and deliver training for seasonal staff, including orientation, program standards, child safety, inclusion, and customer care.
- Support leadership development, team communication, and time-management practices across camp teams.
- Assist with volunteer coordination, including scheduling, support, and supervision.

- Participate in and apply HIGH FIVE® principles to ensure high-quality, child-centred program delivery.

Inclusion, Accessibility & Behaviour Support:

- Apply behaviour-management strategies and inclusive practices to support diverse learning needs.
- Assist with program modifications and accommodations.
- Support a safe, welcoming, and respectful environment for all participants, staff, and volunteers.

Administration & Communication:

- Provide administrative support, including maintaining attendance lists and program documentation.
- Act as a point person for parent and guardian communication during camps and programs, including early and late pickups.
- Lead the camp nutrition assistance program, including coordinating and ordering lunches.
- Support scheduling, organization, and documentation related to camps, volunteers, and family programs.

Operations & Seasonal Support:

- Assist with studio organization, material management, and seasonal set-up and tear-down.
- Support end-of-season clean-up, including returning supplies to storage and organizing lost and found items.
- Assist with general operational needs during high-volume programming periods and special events.

Other Responsibilities:

- Work to further the goals and objectives of the AGB and participate actively in the institution's life. Act in a respectful, accountable, and generous manner towards other staff, volunteers, and the general public.
- Demonstrate a positive professional presence, inspiring and building confidence both within the AGB and outside the institution among a broad range of constituencies.
- Demonstrate a commitment to the AGB's Equity, Diversity, and Inclusion priorities, ensuring that diverse audiences are represented, promoted, and engaged.
- Other duties as assigned.

Education & Experience:

- Post-secondary graduate in museum studies, art history, education, child and youth studies, heritage studies, recreation, or a related field (YCW eligibility required).
- Minimum 1-2 years of experience working with children and youth in camps, educational, or community settings.
- Demonstrated interest in arts education, heritage programming, and youth engagement.
- Strong organizational, communication, and time management skills.
- Ability to lead and supervise staff and volunteers effectively
- Comfortable working independently and collaboratively in a dynamic environment.

Assets & Requirements:

- Experience with behaviour management and inclusive programming (asset).
- Ability to create program adaptations for accessibility.
- First Aid/CPR certification preferred (preferred, not required).
- HIGH FIVE® certification (provided during onboarding).
- Vulnerable Sector Check required prior to start.
- Familiarity with safeguarding policies and risk management in child-focused programs.
- Comfortable supervising staff and volunteers and supporting customer care needs.

Working Environment:

- Flexible hours aligned with camp and festival schedules.
- Combination of indoor gallery spaces, studios, and outdoor community settings.
- Fast-paced, seasonal environment.
- Physical ability to assist with program setup and teardown (lifting up to 20 lbs)

Please note that this position is being hired through funding from Young Canada Works (YCW) Building Careers in Heritage an individual may be eligible for an internship 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. The AGB is an equal opportunity employer and encourages applications from the Government of Canada's job equity groups.

How to Apply (position open until filled)

Please submit a resume that clearly indicates your relevant work experiences, a cover letter that describes your interest in the position at the AGB and your qualifications in one pdf. Send to jobs@agb.life. The email subject line should read <title of position applied for> <followed by applicant's last name>.

Kindly note that we will accept no phone calls or walk-ins. We thank all applicants for their interest but advise that only those selected for an interview will be contacted. Interviews will be scheduled with selected applicants at mutually agreed times to ensure candidates do not experience undue hardship.

About the Art Gallery of Burlington:

As a charitable non-profit cultural and educational organization, we focus on the exhibition, collection, conservation, and research of Canadian ceramics and the production of inclusive programs that foster awareness of contemporary art, craft, and related thought. As a gathering place for experiences, ideas, and learning, we commit to delivering programs that engage critically with contemporary art and craft practices. Our learning opportunities push the boundaries of traditional arts education and support artists, youth, and the broader community in their personal, professional, and artistic development. Boasting the world's most extensive collection of contemporary Canadian ceramics, we lead Canadian clay production's study, preservation, and circulation. As a hub of creative activity, our studios are open to artists and makers at all levels of skill and achievement.

The Art Gallery of Burlington is located on the ancestral territory of many Indigenous Nations including the Anishinaabeg, Haudenosaunee, and Métis peoples. The territory is mutually covered by the Dish with One Spoon Wampum Belt Covenant, an agreement between the Iroquois Confederacy, the Ojibway, and other allied Nations to peaceably share and care for the resources around the Great Lakes. We acknowledge that the land upon which we gather, to create and learn, is part of the Treaty Lands and Territory of the Mississaugas of the Credit.

The AGB is committed to fostering an organizational culture embodying an equitable, diverse, and inclusive environment where every one of its board directors, staff, volunteers, and members feel respected and valued regardless of gender, age, race, ethnicity, national origin, sexual orientation or identity, disability, education, or any other bias. We welcome applications from interested and qualified candidates who represent our diverse community, including those from ethnic and Indigenous communities and from across the spectrum of sexual orientation and gender identity, as well as persons with disabilities. Please let us know if you require accommodation at any stage of the process.

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www.agb.life

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