



**CONTEMPORARY  
CALGARY**

**701 ELEVENTH STREET SW  
CALGARY, AB T2P 2C4**

**403.770.1350  
INFO@CONTEMPORARYCALGARY.COM**

**Job title:** Education Program Assistant

**Location:** Contemporary Calgary, 701 11 Street SW, Calgary, AB

**Full or Part-time:** Full-time (40 hours per week)

**Hours of work:** Flexible schedule, which will include weekends and some evenings

**Contract type:** 2-year fixed-term contract

**Salary:** \$52,000

**Application deadline:** Monday, August 25, 2025

Contemporary Calgary is excited to announce the creation of a new position in our organization, the **Education Program Assistant**. This individual will join Contemporary Calgary's Education Programming team, contributing to our efforts to be welcoming, inclusive, engaging and relevant to increasingly wider and diverse audiences. This position is an opportunity for both Contemporary Calgary and the chosen candidate; expanding our capacity to offer education programming while providing the individual with invaluable early career experience in Art Education.

### **About this position**

This opportunity aims to support early-career artists or educators who have faced challenges to employment.

As a key member of the education programming team, the Education Program Assistant will report to the Education Coordinator, delivering programs and maintaining positive relationships with children, families, schools, teachers, and community educators. The Education Program Assistant will also take on administrative responsibilities, collaborating with members of the Education Programming team and other Contemporary Calgary departments. As Contemporary Calgary expands its weekend programming, the Education Program Assistant will take on leadership responsibilities and program oversight for these recurring programs and other initiatives in development.

Because this position involves working with children, the successful candidate will be required to undergo a Police Information Check (PIC) complete with a Vulnerable Sector Search, or be able to share results completed within the last 6 months. An offer of employment is dependent on receiving police clearance.

The successful candidate will also be required to provide evidence of current first aid training or undertake training in the first 30 days of the job.



### **About Contemporary Calgary**

Contemporary Calgary provides Calgary and its visitors with a significant visual arts destination dedicated to contemporary art. We believe that art can foster conversation, encourage the exploration of new ideas, and ultimately transform the places we live and the lives we lead.

Contemporary Calgary is an equal opportunity employer committed to creating a diverse, respectful and inclusive environment that is reflective of the community we serve. We encourage applications from all qualified candidates for this position.

### **How to Apply**

Please apply with a **PDF** cover letter and resume by **noon, Monday, August 25, 2025**, to: [careers@contemporarycalgary.com](mailto:careers@contemporarycalgary.com)

**Subject line:** Education Program Assistant

In the cover letter, please confirm:

- You hold a degree or diploma relevant to this position.
- You are an early-career professional who has graduated from a post-secondary program within the last 5 years.
- You have previously faced barriers to employment. (Optionally, you may expand on the nature of the challenge you faced.)

Please note that only applicants selected for an interview will be contacted.

### **Job Description**

The Education Program Assistant will:

#### Program Delivery

- Assist the Coordinator in drafting program descriptions and developing detailed lesson plans for educational programs.
- Contribute to the creation of a safe, welcoming, inclusive space for all participants.
- Be knowledgeable about Contemporary Calgary exhibitions and adapt content for intended audiences.
- Plan and deliver a program targeted at Calgarians who are 55+.



- Assist with material preparation for workshops and artmaking sessions.
- Help with set-up, clean-up and supervision of youth programs (weekends and weekdays), taking the lead in the absence of the Education Coordinator on weekends or other occasions as they arise.
- Co-facilitate programs alongside the Education Coordinator and/or Facilitators
- Assist with onboarding, training and supervising of volunteers and/or Facilitators as assigned.
- Uphold, introduce and reinforce gallery etiquette with participants for the duration of the program.
- Adhere to safety protocols and support accessibility initiatives in program delivery.
- Participate in ongoing mentorship and professional development opportunities meant to enhance program delivery.

#### Community Engagement

- Support school and community visits through gallery tours and hands-on activities.
- Maintain and cultivate respectful, positive relationships with children, parents and community partners.
- Support the coordination of community partnership and outreach efforts.
- Act as an ambassador for Contemporary Calgary and its educational initiatives.

#### Administration

- Monitor the Education Program department email account and assist with scheduling tours and programs.
- Demonstrate strong interpersonal skills, maintain clear communication, take initiative, and collaborate effectively with other members of the team.
- Participate in regular team check-ins, sharing updates and feedback.
- Gather feedback from participants, stakeholders, and educational team members and report back to the Education Coordinator to support continuous improvement of the programs.
- Track program attendance and gather documentation to validate program outcomes for reporting purposes.
- Help organize and maintain studio supplies; maintain tidy and clean classroom environments.
- Use email, ticketing systems, communication apps, shared drives, and basic administrative tools.
- Provide support to the Education Coordinator by taking on relevant duties as delegated or required.



## Requirements

The ideal candidate:

- Has a diploma or degree from a post-secondary program in art, art education, community engagement, or a related field.
- Is an early-career professional who has completed a relevant post-secondary program within the past five years.
- Has previously experienced barriers to employment.
- Is legally entitled to work in Alberta.
- Passes police clearance (Police Information Check, Vulnerable Sector Search).
- Demonstrates strong interpersonal and communication (written and verbal) skills and is proactive, ensuring effective collaboration.
- Willingness to work flexible hours, including weekends and evenings.
- Has experience working with children, youth, and adults in an arts or community-based setting.
- Has valid First Aid certification (or is willing to obtain one within the first 30 days of employment).
- Is passionate about arts education and is committed to community-driven programming.
- Demonstrates cultural awareness and is committed to equity, diversity, inclusion and accessibility.
- Physically able to lift and move classroom materials and art supplies (up to 15 kg).
- Willingness to undertake other duties as required, to support the success of Contemporary Calgary.

## Additional qualities of the ideal candidate

- Is confident leading group activities and engaging with the public.
- Is familiar with basic art materials and studio practices; formal art training is an asset but not required.
- Is detail-oriented.
- Is capable of working independently. Has excellent organizational and time-management skills, with the ability to adapt to shifting priorities. Takes initiative, solves problems, and remains calm in a fast-paced environment or in unpredictable situations.
- Is kind and open-minded.
- Has a strong desire to grow through mentorship.
- Is enthusiastic about contemporary art and creative learning.
- Has the ability to travel within Calgary (own vehicle is an asset but not required).

