



Plug In Institute of Contemporary Art
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Employment Opportunity:

Education and Public Programming Intern

Job Title: Education and Public Programming Intern

Program Stream: Young Canada Works for Heritage Organizations (Summer Jobs for Students)

Length of Assignment: June 7, 2021 - August 27, 2021

Hours per week: 40

Hourly Wage: \$15/hr

Deadline for applications: May 21, 2021

Plug In Institute of Contemporary Art seeks an enthusiastic and professional individual as our Education and Public Programming Intern. This is a paid internship opportunity funded in part by Young Canada Works through the Canadian Museums Association. Candidates must be under 30 years old, a Canadian citizen or permanent resident, and be returning to school following the internship to meet eligibility requirements outlined by Young Canada Works.

This term position, from June 7 to August 27, 2021; is 40 hours a week, requiring some work in the evenings and on weekends.

Job Description:

The Education and Public Programming Intern will assist with the coordination, promotion and documentation of events related to Plug In ICA's educational programs and other public events.

The Education and Public Programming Intern will be key to the successful implementation of the Summer Institute and Interpreting [Interrupting] Youth and will be actively involved in the implementation of this program under the direction of the Executive Director: documenting events and studio work; assisting faculty vis-à-vis logistics coordination; assisting in setting up for public events, Summer Institute talks, studio visits and the Open Studio; and other tasks as deemed necessary.

For STAGES 2021, the Education and Public Programming Intern's responsibilities will include: assisting with the preparation and dissemination of the exhibition programming guide (curatorial statement, artists' bios, description and location of artworks, dates of special events); tracking, collecting and archive press mentions of STAGES 2021 exhibition and events; and other duties as become necessary. The Education and Public Programming Intern will garner considerable experience in the planning and implementation of large-scale artistic, pedagogical and, more generally, public-facing projects.

This internship will provide the successful candidate with insight and experience in the demanding responsibilities of educational and artistic programming in a contemporary art institute, gallery or analogous organization.

Description of tasks:

Reporting to the Executive Director, the Education and Public Programming Intern will participate in a broad range of activities, including:

- Preparing and archiving photographic, video, audio and text documentation of exhibitions and events;
- Assist in collecting and organizing Plug In's archives, including tracking, gathering and filing press related to past, current and future programs, events and exhibitions;
- Assisting with general logistics of public programming (artists' talks, panel discussions, screenings, education etc.) and specific needs of participants;
- Assisting with event set-up: e.g., tables, seating, audiovisual equipment, cameras, PAs, online streaming platforms, etc.;
- Working closely with Plug In staff and artists to ensure all programs run smoothly.

Candidate Profile:

A successful candidate will have an interest in pursuing a career in contemporary art, particularly as an artist, curator, public educator or related practice. The candidate should be undertaking or have recently completed a relevant degree (BA, MA, BFA, MFA) in curatorial studies, visual art, art history, cultural studies, media studies, communications or related fields. The candidate will need to be available to work the occasional evening and weekend.

The candidate should have a solid ground in Office software, particularly MS Word, Excel and Outlook. The candidate should also have a strong understanding of social media platforms and be quick to learn new media applications. Experience with In Design, Illustrator and Photoshop is an asset.

Plug In ICA welcomes applications from participants in the Government of Canada's job equity groups (i.e., women, persons with disabilities, visible minorities, Indigenous people). All applicants must be eligible for the Young Canada Works, Careers in Heritage program: i.e, they must be Canadian citizens, permanent residents or have refugee status; legally entitled to work in Canada; be of 16 to 30 years of age at the beginning of the Internship; be able to commit to the full 11 weeks of the internship and not have a second full-time job at this time; and have been a full-time secondary or post-secondary student before the commencement of the work assignment and have the intention to return to full-time studies following the completion of the internship.

How to apply:

Interested candidates should submit a curriculum vitae and letter of interest by 5 pm Central Time on Monday, May 21, 2021.

Plug In thanks all candidates for their interest, but only those to be interviewed will be contacted.

Please submit applications to:
Angela Forget, Operations Manager
angela@plugin.org