



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 5, 2023 – August 25, 2023

Hours per week: 40

Hourly Wage: \$15/hr

Deadline for applications: May 26, 2023

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 5 to August 25, 2023, is 40 hours a week, requiring some work in the evenings and on weekends.

### **Job Details**

There will be two principal areas of focus for the Education and Public Programming Intern: the Summer Institute and the public art biennial STAGES. The Summer Institute is a post-graduate pedagogical program for professional development for participants working in all disciplines and at various stages of their respective careers. For this year's Summer Institute roughly ten participants will work together in an open-studio environment under the tutelage and mentorship of artist Maggie Groat and curator, Crystal Mowry. Summer Institute faculty are selected based on their own achievements in their respective fields, and their day-to-day work with the SI participants is supplemented by lectures, presentations, screenings and studio visits from a roster of visiting faculty. The Education and Public Programming Intern 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 designing promotional material for public events; assisting in setting up for public events, Summer Institute talks, studio visits and the Open Studio; and other tasks as deemed necessary.

The Education and Public Programming Intern will also assist in the preparation for and implementation of the 2023 STAGES Biennial. Launched in 2017, this highly-visible and complex project presents temporary public artworks throughout downtown Winnipeg and the surrounding environs. The Education and Public Programming Intern's assistance will be vital to the successful implementation of this highly complicated and labour-intensive endeavour. Responsibilities will include: assisting with the preparation and dissemination of the biennial's programming guide (curatorial statements, artists' bios, dates of special events, description and location of artworks); assisting with design, preparation and dissemination of promotional materials, both physical (handbills, posters) and electronic (newsletters, email blasts, social media); documenting special events (opening reception, performances); tracking, collecting and archiving press mentions relating to STAGES 2023; coordinating receipt of artworks and production materials; and other duties as deemed necessary or that speak to the Intern's specific skill-sets.

Through their work on STAGES 2023 and the Summer Institute alike, the Education and Public Programming Intern will garner considerable practical experience and mentoring in the planning and implementation of large-scale artistic, pedagogical and public-facing projects in a not-for-profit context.

#### **Description of tasks:**

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. General duties will include:

- Promoting events and exhibitions through the production and distribution of print materials, online promotions and social media events;
- Developing and implementing new print, digital and social media outreach strategies;
- Preparing and archiving photographic, video, audio and text documentation of exhibitions and events;
- Updating Plug In's website and social media platforms with information about exhibitions, events and education programs;

- 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, 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 a relevant degree (BA, MA, BFA, MFA) in curatorial studies, visual art, art history, cultural studies, media studies, communications or related fields. The position requires occasional evening and weekend shifts when absolutely necessary.

The candidate should have experience with Adobe design programs such as In Design, Illustrator and Photoshop and a solid ground in Office software, particularly MS Words, 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 WordPress is an asset.

Reporting to the Executive Director, the Education and Public Programming Intern will participate in a broad range of activities that include various aspects of running a contemporary art gallery, museum or institute, as well as research, writing and administration. The candidate must be able to prioritize competing demands in a dynamic work environment. The position is well-suited for a candidate interested in pursuing a career in the not-for-profit and/or culture and heritage sectors.

All applicants must be eligible for the Young Canada Works, Careers in Heritage program: i.e, they must be Canadian citizens, permanent residencies 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 12 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.

Plug In encourages applications from visible and invisible minority group members including Black persons, Indigenous persons, People of colour, women, persons with disabilities, persons across the spectrum of sexual orientation and gender identities, and others with the skills and knowledge to productively engage with diverse communities. We are committed to removing barriers to participation. Should you require accommodation during the application process, please let us know and we will work with you to meet your needs.

How to apply:

Interested candidates should submit a curriculum vitae and letter of interest by 5pm Central Time on May 26, 2023.

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

Please submit applications to:

Caitlin Thomas-Dunn, Operations Manager, at [applications@plugin.org](mailto:applications@plugin.org) with the subject line: Education and Public Programming Internship Application