



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 10, 2024 – August 30, 2024

Hours per week: 40

Hourly Wage: \$16/hr

Deadline for applications: May 10, 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.

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 candidate should be able to work collaboratively within a team setting and have strong problem-solving skills. The position is well-suited for a

candidate interested in pursuing a career in the not-for-profit and/or culture and heritage sectors.

This term position, from June 10 to August 30, 2024, is 40 hours a week, requiring some work in the evenings and on weekends.

Job Details

The Education and Public Programming Intern will assist with coordinating, promoting and documenting events relating to Plug In ICA's educational programming and other public/Membership events. General duties will include:

- Promoting events and exhibitions through the production and distribution of print materials, online promotions and social media platforms;
- Developing and implementing new print, digital and social media outreach strategies;
- Preparing and archiving photographic, video, audio and text documentation of exhibitions, events and transcriptions;
- Updating Plug In's website and social media platforms with information about exhibitions, upcoming events and education programs;
- Assist in collecting and organizing Plug In's archives, including tracking, gathering and filing press-related materials about past, current and future programs and events;
- Prepares in collaboration with the Executive Director and directed communications to sponsors, donors, and other key stakeholders.
- Assist with general logistics relating to public programming (artists' talks, panel discussions, screenings, etc.) and specific needs of participants;
- Manage the digital documentation of special or public events;
- Assisting with event set-up: e.g., tables, seating, audiovisual equipment, cameras, PAs, online streaming platforms, etc.;
- Supporting in managing accessibility requirements and requests;

- Working closely with Plug In staff and artists ensures all programs run smoothly and efficiently.

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

Description of Tasks

Ultimately reporting to the Executive Director, receiving daily instruction and direction from the Communications Coordinator, the Education and Public Programming Intern will participate in a broad range of activities, including:

- Assist with logistics and organization of Plug In's public programming, focusing primarily on the Summer Institute sessions, including artists' talks, screenings and other activities;
- Assist with the photographic and audiovisual documentation of public programs
- Review correspondence with the Summer Institute faculty and participants and prepare for any special requirements or requests;
- Assist with Plug In's day-to-day operations, including administrative tasks (e.g., filing, greeting guests, tidying the galleries, running errands);
- Assist with the assembly and organization of research materials for the Summer Institute and any related or relevant public programming;
- Assist with the organizing and delivery of information to the media, ensuring that Plug In's public programs are well-publicized;
- Liaise with external organizations and persons as required to implement tasks;
- Assist, where appropriate, with the installation of exhibitions and set-up of other programming activities;
- Assist with updating databases, library and archives, mail-outs and clerical duties;
- Other duties as required.

A successful candidate will be interested 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 must be available to work the occasional evening and weekend when necessary.

The ideal candidate should have a solid knowledge of MS Office software, particularly MS Word, Excel, Outlook, and Mac IOS systems. The candidate should also have a strong understanding of social media platforms and be quick to learn new media applications. Experience with InDesign, Illustrator, and Photoshop is preferred.

Plug In ICA welcomes applications from participants in the Government of Canada's job equity groups (i.e., women, persons with disabilities, BIPOC Folx, and Indigenous peoples). 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 18 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 conclusion of the Internship.

How to apply:

Interested candidates should submit a curriculum vitae and letter of interest by 5 pm Central Time on May 10, 2024.

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

Please submit applications to:

Allison Yearwood, Executive Director, at applications@plugin.org with the subject line:
Education and Public Programming Internship Application