

Program Manager Assistant

This position is pending funding by the Government of Canada – Canada Summer Jobs program.

Location:	Clayworx: Ceramic Art Learning Centre, 664 Dundas St. London ON
Salary:	\$18.50/hour
Working Hours:	37.5 hours/week
Start Date:	May 6, 2024
End Date:	Aug 23, 2024
Duration:	16 Weeks

ELIGIBILITY REQUIREMENTS

- be between **15 and 30 years** of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*; and,
- be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

JOB DESCRIPTION:

Clayworx is seeking a Program Manager assistant to assist with delivering all aspects of public and internal programming and to assist in related administrative duties as needed. The successful applicant will work closely alongside the Programming Manager to be mentored and assigned daily tasks and responsibilities related to public program development and delivery. The incumbent will also participate in weekly staff meetings.

Apart from professional working experience, the incumbent will gain exposure to technical, operational, and material knowledge in the field of ceramic arts. The Programming Manager will provide supervision and mentorship to the successful applicant such that they utilize the theories and lessons learned from their education and experience to expand their knowledge base.

RESPONSIBILITIES:

1. Coordinate Education programs:
 - Provide administrative support for public programs, including but not limited to tracking registrations and payment information, website updates, communicating with participants, and using social media.
 - Liaise with Instructors, Studio and Facilities Manager, Studio Technician, participants, and parents of young participants with respect to kids' summer camps and other program activities.
 - Support the planning and delivery of classes, workshops, outreach activities, and meetings, including scheduling workshops and private bookings.
 - Assist the Programming Manager with other administrative duties as required.

- Manage data, registration and personal information of program participants
2. Assist Clayworx staff when needed, with daily studio operations and special events including pottery pick-up days, Markets, and other events as they present themselves.

REQUIRED QUALIFICATIONS:

- Experience or education coordinating or delivering programs, or keen desire to learn
- Previous customer service or public-facing experience
- Ability to problem solve
- High level of social competence
- Should have a basic understanding of teaching techniques
- Highly organized and able to communicate both verbally and through written media in a clear and concise manner
- Ability to work effectively with others to achieve optimal, collective results
- Ability to lift and carry heavy materials, 30-50 lbs boxes of clay (occasionally)

PREFERRED QUALIFICATIONS:

- Previous experience in a ceramics studio or another creative, art-making environment.
- Previous experience working with children and/or adults in an educational environment (formal or informal).
- Education or experience in program delivery or development.
- Familiarity with Amilia or other booking/registration software an asset.
- Current First Aid, High Five Certification.

APPLICATIONS REQUIREMENTS:

In a single PDF file, please include:

- Cover letter
- Resume
- Reference list (required) or reference letters (optional)

Please send your application to the attention of the Studio Manager and Technician at Clayworx via email to technician@clayworx.ca

Clayworx is an equal opportunity employer committed to fostering a diverse and inclusive work environment. We welcome applications from all qualified candidates and encourage Aboriginal peoples, visible minorities and people with disabilities to apply. Any request for accommodation will be considered throughout the hiring process.

We thank all interested applicants. Please be advised that only those selected for an interview will be contacted.

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Application Deadline: Monday April 15 at noon