

Living Arts Centre Co-op School Programs Assistant

One to Two Positions Available

Work Terms: February 2019 – June 2019*

**** We are seeking 1 full-day and 1 half-day Co-op student***

The Living Arts Centre seeks a creative and enthusiastic individual to assist with the Centre's School Programs within the Studio Arts, Education & Outreach department. Co-op students work with staff and Artist Educators, helping to ensure the smooth operation and delivery of school workshops for students in grades JK to 12. This is an excellent opportunity for anyone interested in pursuing a career in education or arts programming.

Responsibilities Include:

- Assist with program administration including the preparation, organization, and inventorying of visual art supplies
- Helping with studio set-up and clean-up
- Shadowing and assisting Artist Educators in visual or performing arts workshops for grades JK-12 in English or French
- Assist with daily customer service duties, such as greeting and guiding school groups to workshops and performances
- Office administration, including data entry, program research, preparing marketing materials, and packing school projects for pick-up
- Assisting the Studio Arts, Education & Outreach team in various program specific projects

Description of Ideal Candidate:

- Passionate about visual or performing arts
- Mature, well organized, with an attention to detail
- Enjoys working with children and youth
- Able to work independently or as a team
- Strong communication skills and initiative
- Being bilingual (English & French) or in a SHSM program is an asset

Final placement is conditional upon receipt of a Police Vulnerable Sector Check that is acceptable to the Living Arts Centre.

Teacher Information: Please submit applications to Central contacts by November 21st, 2018.

Contacts:

Ann-Marie Pottinger
Experiential Learning/Co-op
Instructional Resource Teacher
Peel District School Board
(905) 890-1099 Ext. 2441
annmarie.pottinger@peelsb.com

Mike Difilippo
Consultant – Experiential Learning
Dufferin-Peel Catholic District School Board
(905) 890-0708 Ext. 24524
mike.difilippo@dpcdsb.org

Living Arts Centre Co-operative Education Application Form

Student Information

Desired Position: _____

Student Name: _____

Home Phone: _____

Cell Phone: _____

Do you have voicemail messaging? YES NO

Do you have text messaging? YES NO

Student Email Address: _____

Preferred Communication Method: _____

Are you a Specialist High Skills Major student? YES NO

If so, in which program? _____

School Board: Dufferin-Peel Catholic DSB Peel DSB

School Name: _____

Teacher Information

Co-op Teacher's Name: _____

Email Address: _____

Phone: _____ Ext. _____

Preferred Communication Method: _____

Application Checklist

- Application Form (above)
- Teacher Reference
- Cover Letter
- Current Résumé

Teacher Reference Form

Student Name: _____

Please rank the student on a scale of 1 to 5, with 5 being the highest ranking:

Accountability – Takes responsibility for their actions, behaviour, and language:

1 2 3 4 5

Initiative – Ability to recognize when work needs to be completed and begins tasks without being asked:

1 2 3 4 5

Collaboration – Ability to work with peers on a task, project, and/or problem:

1 2 3 4 5

Reliability – Follows through when asked to complete tasks:

1 2 3 4 5

Resiliency – Ability to overcome challenges and rise to the occasion when required:

1 2 3 4 5

Please outline why you believe this student would thrive in a co-op placement at the Living Arts Centre.

Teacher's Name (please print)

Subject

Signature

Telephone Number