



Art Program Instructor

Community Services Department

Instructional art programs are offered at the Milton Centre for the Arts, the Seniors' Activity Centre and the Nassagaweya Tennis Centre & Community Hall.

Position Summary

The Town of Milton's Community Services Department is currently accepting applications for the part-time seasonal position of Art Program Instructor. Successful applicants will plan and deliver quality art programs for a variety of age groups. Media may include: painting, sketching, watercolour, collage, sculpture, materials arts, design, music, creative writing, theatre studies, film, performance, conceptual studies and lectures. Note: the department does not have a kiln.

Major Job Responsibilities

- Plan and instruct interesting art educational programs that foster skill development
- Ensure a safe and well-supervised environment
- Create a welcoming and positive atmosphere for program participants
- Establish positive relationships and work cooperatively with staff and participants
- Complete administrative paperwork associated with the program
- Adhere to and monitor health and safety procedures
- Attend staff training sessions and meetings
- Follow policies and procedures as outlined in the staff manual

Education and Experience

- Bachelor's degree in visual art, design, media, theatre or art education an asset
- Flexible and adaptable in program planning
- Firm grasp of age-appropriate material and instructional strategies
- Strong communication skills
- Enthusiastic personality and ability to relate well to assigned age groups
- Valid Standard First Aid and CPR Level "C"
- Current Criminal Record Check/Vulnerable Screening (if instructing children)
- High Five Certification (Principles of Healthy Child Development) an asset if instructing children
- Experience with special needs an asset

Application Requirements

- Resume and or C.V.
- Project proposal including two detailed course descriptions
- Present two samples of work from workshops/classes previously taught to preferred age group
- Portfolio (8-10 images) demonstrating current work (jpeg format, CD or email attachment)

Interested applicants should submit a resume to:

Town of Milton, Department of Corporate Services,
150 Mary St., Milton, Ontario L9T 6Z5

Attention: Human Resources

Fax: 905-875-5414

Email: humanresources@milton.ca

Website: www.miltoncentreforthearts.com

We thank all applicants for their interest in this position; however, only those applicants selected for an interview will be contacted.

In accordance with the Freedom of Information and Privacy legislation, applicant information is collected under the authority of the Municipal Act and will be used strictly for candidate selection.

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