



Centre des arts visuels Visual Arts Centre

350 avenue Victoria
Montréal (Québec) H3Z 2N4

514-488-9558 info@centredesartsvisuels.ca
www.centredesartsvisuels.ca

The Visual Arts Centre is looking to hire a **part-time teaching assistant in the Fine Arts Department (Jewellery)**. Are you looking to work in a thriving cultural institution? We want to hear from you!

Apply to info@visualartscentre.ca with your **CV, cover letter, and examples of your work**.

About the Visual Arts Centre:

With our School of Art – Canada's largest bilingual independent art school – and our McClure Gallery – an exciting exhibition venue – the VAC offers you a thriving community of artists, teachers and students. We've been part of Montreal's artistic fabric since 1946!

Why choose the Visual Arts Centre?

- Opportunity to work in a thriving cultural institution and become part of the VAC community
- Located near Vendôme metro and train station, as well as a variety of bus stops
- Chance to work in our beautiful historic building located in the heart of Victoria Village
- Possibility of taking free art courses as an employee
- Join our dynamic team!

Position Summary

Our jewellery assistants are responsible for supporting the jewellery teacher in the course that they are assigned to. This may include, but is not limited to, communicating instructions and techniques to students, answering student questions, setting up and tidying up. The position requires training in jewellery and an active art practice, experience in teaching is an asset.

Conditions of Work

- Part-time position
- Variable depending on the number of classes
- Possibility of working weekdays, evenings, and weekends
- Salary: \$15/hour
- Assistants are hired to teach on a per-semester basis (Winter, Spring, Summer and/or Fall)

Tasks

- Assist the jewellery teacher.
- Help with setting up and tidying the studio, helping students, and maintaining a safe environment.
- Ensure that all students feel comfortable, included and heard.
- Communicate all problems or concerns with the administration.
- Maintain professional relationships with students.



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Requirements

- Professional training in jewellery from a verified institution is necessary
- Must have an art practice
- Bilingual (English/French) – spoken and written.
- References will be required for candidates selected for an interview.
- A background check will be conducted for applicants who will be working with minors.
- Must work well in a team and with the public
- Interest in teaching an asset

The ideal candidate will possess:

- Communication skills
- Punctuality
- Dependability
- Ease with online platforms such as Zoom and Google Classroom

Employment Equity

The Visual Arts Centre is aligned with the principles of Employment Equity.

Employment Equity aims to correct systemic barriers to employment and promote the accommodation of designated groups in the workforce.

Employment Equity encourages the establishment of working conditions that are free of barriers, corrects the conditions of disadvantage in employment and promotes the principle that Employment Equity requires special measures and the accommodation of differences for the four designated groups in Canada. The four designated groups include: women, aboriginal peoples, persons with disabilities and members of visible minorities, with the addition of a fifth group, members of the LGBTQ2+ community. For more information on Employment Equity, please consult Employment and Social Development Canada (<https://www.canada.ca/en/employment-social-development/programs/employment-equity.html>), or contact us by email at info@visualartscentre.ca

We encourage applicants who consider themselves members of an aforementioned designated group to self-identify in their application.