JOB POSTING

**Summer Camp Coordinator**

Museum London is seeking an experienced individual to coordinate the delivery of onsite public Summer Camp programs for children 6-12, for 8 weeks between late-June and late-August 2022. The successful candidate must be at least 15 years of age at the beginning of the employment period and no older than 30 years of age at the end of the employment period. The Summer Camp Coordinator will administrate the Summer Camps and provide support to the Summer Camp Instructors.

The successful candidate take direction from Curator of Public Programs. They will liaise between the Summer Camp Instructors and the Curator of Public Programs, represent the Museum to parents, administer and maintain camp documentation, photo-document the Summer Camps for promotional purposes, order and control supply and equipment inventory, and when necessary, set up and strike camp studio space.

The positions are 35 hours/week, running Monday-Friday, 9 a.m.-5 p.m. each day, with one half-hour unpaid lunch. July 1 and August 1 are statutory holidays.

This position has a wage of $18/hour.

**SKILLS AND ABILITIES:**
Experience working with children
Strong administrative skills
Independent
Energetic
Creative
Strong communication skills
Strong customer service abilities

**QUALIFICATIONS**
Knowledge of visual arts and varied studio practice (BFA preferred)
Emergency First Aid with CPR Level C (cost will be reimbursed by Museum London)
Police Vulnerable Sector Screening (half the cost will be reimbursed by Museum London)
HIGH FIVE Certification (cost will be reimbursed by Museum London)

Museum London is an equal opportunity employer and welcomes applications from people of all abilities. Accommodations for candidates are available on request for all aspects of the selection process.

**Applications should be submitted by 5:00 p.m. Friday April 8, 2022 to:**
Melanie McIlmoyle
Curatorial Assistant, Programming and Engagement
Re: Summer Camp Coordinator
mmcilmoylemuseumlondon.ca