

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

## **PUBLIC ART ASSISTANT** **Unpaid Co-op, 8 weeks**

The City of Pickering is looking for a candidate to fulfill an 8 week unpaid co-op placement. This placement is mostly remote (work from home), with the requirement to meet in person for staff meetings, installations, etc. Ideally, looking to start the placement as early as October 10, 2022. This placement requires the successful incumbent to be available for at least 2 days a week, 4-6 hours per day. Under the general supervision of the Manager, Cultural Services, the incumbent will be primarily responsible for assisting the Community Services team with Public Art related projects and events.

### **Responsibilities include:**

- Assisting with Public Art related projects and events such as the City's *Winter Nights, City Lights* event taking place on November 23, 24, 25, and 26.
- Supporting project storytelling and reporting activities through the collection of audio-visual material, quotes and anecdotes from key stakeholders, and drafting of copy for inclusion in promotional materials.
- Cataloging the current public art portfolio for its transition to a new platform.

### **Successful applicants will possess the following:**

- Currently enrolled in a post-secondary program related to arts, art history, culture, public relations, or events or any acceptable combination of education, job related training and experience.
- Experience working in an art gallery or events setting is preferred.
- Demonstrated proficiency in the use of personal computers, emails, and Windows based applications.
- Strong organizational skills, interpersonal, communication (written and oral in English), customer service skills and the ability to preserve the confidentiality of information.
- Ability to prioritize multiple tasks within a fast paced environment.
- Must be prepared to undergo a Vulnerable Sector Screening as a condition of employment.

Qualified candidates may complete an [online application form](#) or submit a detailed resume and cover letter by no later than midnight (Eastern Standard Time) on Sunday, October 2, 2022 to:

Human Resources Associate  
Human Resources Department  
One The Esplanade  
Pickering, ON L1V 6K7

**By Email:** [hr@pickering.ca](mailto:hr@pickering.ca)  
**By Fax:** 905.420.4638  
**Online:** [pickering.ca/employment](https://pickering.ca/employment)

We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and is used for the purpose of candidate selection.

The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. In accordance with the *AODA Act*, accommodations will be provided throughout the recruitment process where required. Documents can be made available in alternate formats upon request. All employees are governed by the City's Mandatory Vaccination Procedure.

**An Equal Opportunity Employer**   