



Plug In Institute of Contemporary Art  
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Employment Opportunity:

Education and Public Programming Intern

Job Title: Education and Public Programming Intern

Program Stream: Young Canada Works for Heritage Organizations (Summer Jobs for Students)

Length of Assignment: June 9, 2025 - August 29, 2025

Hours per week: 40

Hourly Wage: \$16/hr

Deadline for applications: May 2, 2025

Plug In Institute of Contemporary Art seeks an enthusiastic and professional individual as our Education and Public Programming Intern. This is a paid internship opportunity funded in part by Young Canada Works through the Canadian Museums Association. Candidates must be under 30 years old, a Canadian citizen or permanent resident, and be returning to school following the internship to meet eligibility requirements outlined by Young Canada Works.

This term position, from June 9 to August 29, 2025, is 40 hours a week, requiring some work in the evenings and on weekends.

### **Job Details**

The Education and Public Programming Intern will participate in a broad range of activities that include various aspects of running a contemporary art gallery, museum or institute, as well as research, writing and administration. The candidate must be able to prioritize competing demands in a dynamic work environment. The position is

well-suited for a candidate interested in pursuing a career in the not-for-profit and/or culture and heritage sectors.

The Education and Public Programming Intern will be key to the successful implementation of the Summer Institute program through their active involvement with both faculty and participants. Under the direction of the Communications Coordinator and Executive Director, the Intern's task may include: documenting events and studio work; assisting faculty with respect to logistical coordination; assisting in designing promotional material for public events; assisting in setting up for Summer Institute public talks, studio visits and the Open Studio; and other tasks as deemed necessary.

**Description of tasks:**

The Education and Public Programming Intern will assist with the coordination, promotion and documentation of events related to Plug In ICA's educational programs and other public events. General duties will include:

- Promoting events and exhibitions through the production and distribution of print materials, online promotions and social media events;
- Developing and implementing new print, digital and social media outreach strategies;
- Preparing and archiving photographic, video, audio and text documentation of exhibitions and events;
- Updating Plug In's website and social media platforms with information about exhibitions, events and education programs;
- Assist in collecting and organizing Plug In's archives, including tracking, gathering and filing press related to past,

current and future programs, events and exhibitions;

- Assist with logistics and organizations of Plug In's public programming, focusing primarily on the July 2024 Summer Institute, including artists' talks, screenings and other activities;
- Assisting with event set-up: e.g., tables, seating, audiovisual equipment, cameras, PAs, online streaming platforms, etc.;
- Review correspondence with the Summer Institute faculty and participants and prepare for any special requirements or requests;
- Assist with the assembly and organization of research materials for the Summer Institute and any concurrent public programming;
- Working closely with Plug In staff and artists to ensure all programs run smoothly.
- Assist with updating databases, library and archives, mail-outs and clerical duties;
- Other duties as required.

### **Candidate Profile**

A successful candidate will have an interest in pursuing a career in contemporary art, particularly as an artist, curator, public educator or related practice. The candidate should be undertaking or have recently completed a relevant degree (BA, MA, BFA, MFA) in curatorial studies, visual art, art history, cultural studies, media studies, communications or related fields. The candidate will need to be available to work the occasional evening and weekend when absolutely necessary.

The candidate should have a solid ground in Office software, particularly MS Word, Excel and Outlook. The candidate should also have a strong understanding of social media platforms and be quick to learn new media applications. Experience with In Design, Illustrator and Photoshop is an asset.

**How to apply:**

Please apply by sending your CV and letter of intent to Gilles Hébert, Interim Executive Director at [executivedirector@plugin.org](mailto:executivedirector@plugin.org) with the heading "Education and Public Programming Internship Application" by 2 May 2025.