



Community Engagement and Outreach Assistant

The Aga Khan Museum connects cultures and communities through art. The Museum's mission is to foster a greater understanding and appreciation of the contributions that Muslim civilizations have made and continue to make to world heritage.

A Toronto-based Museum, we promote pluralism through art, stories, and enlightened encounters, across cultures. Using visual and performing arts as a force for good in the world, the Museum's ambitious vision is to promote peaceful co-existence and positive intercultural dialogue. As a global learning hub, uniquely positioned to play a pivotal role in creating connections among people and communities locally, nationally, and around the world.

Purpose of Position

The Community Engagement and Outreach Assistant will work closely with the Senior Manager of Education and Public Engagement, the Community Engagement Manager, and Museum Educators to assist with research, planning, preparation, and delivery of programming to expand the reach of our programs within our diverse communities.

Program Stream: Young Canada Works in Heritage Organizations

Schedule: 12 weeks (Monday–Friday, with some evenings and weekends)

Duration: May 13, 2024, until August 2nd, 2024 (37.5 hours per week)

Hourly Rate: \$18/hr

Positions Available: 1

Key Responsibilities

- Assisting with the coordination and facilitation of programs on-site and off-site including community events.
- Developing, preparing, delivering, and evaluating a variety of activities that engage a wide range of audiences and foster intercultural dialogue through the arts including the Rhythms of Canada festival.
- Acting as an ambassador for the Aga Khan Museum at on-site and off-site events and growing the Museum's audiences.
- Working with diverse community partners to establish positive and collaborative relationships.
- Regularly evaluating community programs and participation in events and recommending appropriate improvements.
- Working closely and collaboratively with the Education team and Museum Educators who are leading the programs to discuss project details, schedules, logistics, and daily responsibilities.
- Attending in-person or virtual meetings with community partners.
- Contributing to the development of a database of all communities that the Aga Khan Museum engages with and researching new communities to partner with for the upcoming new exhibition.



- Organizing and preparing program supplies, tools, materials, and workspace.
- Providing additional administrative assistance as needed.

Qualifications & Experience:

- Currently enrolled in a college or university program in the following areas: art history, studio arts, cultural/museum studies, cultural management, education, or a related field.
- A Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent status are not eligible)
- Legally entitled to work in Canada
- Between 16 and 30 years of age at the start of employment
- Previous experience in the arts and culture sector and/or comfortable working with visitors of all ages and diverse communities is considered an asset.
- Clear and confident communicator with effective interpersonal and communication skills
- Creative, enthusiastic, adaptable, and self-motivated with a desire to contribute to and collaborate with a creative team.
- Highly organized.
- Strong working knowledge of the Microsoft Office suite, particularly Word and Excel.
- Possessing a First Aid & CPR certificate is considered an asset.
- Police Clearance for Vulnerable Sectors (children) will be required for successful candidates at their expense.

To Apply

Please send your resume and cover letter to akm.hr@akdn.org by 5 pm on Tuesday, April 30, 2024.

Make sure you are registered in the YCW online candidate inventory: <https://young-canada-works.canada.ca/Account/Login>

Note: Priority will be given to students who have not previously participated in the YCWHO employment program.

The Museum thanks all those who apply, however only shortlisted candidates will be contacted. Please note that the Museum is an equal-opportunity employer and is committed to fair and accessible employment practices. Upon request, suitable accommodation is available under the Accessibility for Ontarians with Disabilities Act for applicants invited to an interview.

The positions are funded by the Department of Canadian Heritage and the Government of Canada through Young Canada Works in Heritage Organizations. The Museum encourages applications by youth identifying as Indigenous peoples, racialized persons/persons of colour, persons with disabilities, women, 2SLGBTQ+ persons and anyone belonging to equity-deserving groups.