



## LAKESHORE ARTS

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CONNECTING COMMUNITIES  
THROUGH ART

### **Programs Assistant**

**Date Posted:** December 5th, 2025

**Application Deadline:** January 4th, 2025 by 5pm

**Interviews:**

Notification: January 7th-9th, 2026; Interviews: January 12th-16th, 2026

**Start Date:** February 2nd, 2026

**Compensation:** \$30 per hour

**Region:** South Etobicoke

**City:** Toronto

**Term:** Casual Labor contract, from February 2nd-June 26th 2026, approximately 12-20 hours per week, with possibility of extension

**Organization's Field/Discipline:** Arts, Administration

**Job Type:** Hybrid

**Career Level:** Entry

**Benefits:** Benefits are not included in this employment contract

### **Organization:**

Lakeshore Arts is a registered charitable not-for-profit community arts organization, and one of six LASO's (Local Art Service Organizations). Our mission is to reinfuse arts into daily life, democratize the arts, and use a community-powered approach to address community issues. We utilize the arts to build more connected and resilient communities in South Etobicoke and make Lakeshore Arts a community hub that is welcoming, inclusive, and fun.

### **Job Description:**

Reporting to the Program Manager, the Programs Assistant supports selected programs, that are run by LSA or in partnership with other local organizations, by being the in-person program host and assistant. The Programs Assistant position is expected to work with a wide variety of participants and programming. This position requires an enthusiastic and engaging individual who loves working with people.

### **Primary Duties and Responsibilities**

- Assist the in-person facilitation and delivery of selected programs and their activities in accordance with the mission and mandate of the organization.
- Support artist facilitators, program/artist assistants, volunteers and participants.

- Foster an inclusive and welcoming environment for all programs and people, using anti-oppressive practices.
- Facilities management during programming; open and close the space, and oversee clean up at the end of programs.

#### **Job Requirements:**

- Post-secondary education and/or 1+ year professional experience in a related discipline (Arts Administration, Museum/Arts Programming, or Education).
- Experience with diverse groups in a community context and commitment to an equitable environment where all individuals are treated with dignity and respect.
- Strong ability to build relationships with stakeholders and the general public.
- A passion and understanding of community-engaged arts.
- Comfort taking initiative and collaborating with staff, guiding and assisting artists, volunteers and participants.
- Ability to work both collaboratively and independently.
- Willingness to adapt to changing circumstances and troubleshoot on the fly.
- Excellent written and oral communication in customer service.
- Ability and excitement to work in-person between 2-3 days per week, including weekdays, evenings, and weekends, depending on the programming season (work schedules are created at least one month in advance).
- Ability to work from home (access to a stable internet connection). A laptop with necessary programs and software can be provided.
- Residency in the Etobicoke-Lakeshore area is considered a strong asset.
- Emergency or Standard First Aid certification is considered an asset.
- A valid driver's license and access to a vehicle is considered an asset.

#### **Additional Info:**

##### **Why Join Us:**

We are a team of passionate community arts professionals, driven by our mission to develop socially engaged community arts programming. As a team we value creative thinking, collaboration and believe in supporting one another. We are committed to the health and well-being of our staff, volunteers and program participants. We also value learning and encourage the ongoing development of strong networks, professional development and mentorship.

We know an effective organization and workplace culture is developed through mutual respect and believe that diversity and inclusion are crucial to our shared success. LSA is an equal opportunity employer and we approach hiring practices through an equity lens and pledge to: include a salary range or rate of pay in job postings when possible, provide transparency in hiring timeline and dates, offer an opportunity for feedback for candidates who attend interviews, make any accommodations possible during the recruitment and hiring process and continually make improvements to break down barriers to employment.

Please note, our office is on a second story walk-up that isn't wheelchair accessible or may be difficult for those with mobility limitations. **To request accessibility accommodations in your**

**application process, please contact: [communityprograms@lakeshorearts.ca](mailto:communityprograms@lakeshorearts.ca)**

LSA is located in Etobicoke/Adobigok (Place of the Alders in the Ojibwe). This territory was subject of the Dish With One Spoon Wampum Belt Covenant and we are grateful to have the opportunity to live and work in this territory alongside many Indigenous people from across Turtle Island.

For more information about Lakeshore Arts, please visit our website: [www.lakeshorearts.ca](http://www.lakeshorearts.ca)

## **How to Apply**

Please submit your application by filling out the questionnaire at the link below, **by January 4th at 5:00pm**.

You will be prompted to upload:

- a cover letter and resumé in a single PDF file. Applications with no cover letter will not be considered.

**[Application Link](#)**