

MACLAREN

ARTCENTRE

Co-op Student Inquiry Form

Complete this form if you are interested in a high school co-op placement with the MacLaren Art Centre. This is a first-step application to help us assess suitability before an interview.

Please return completed form to rosalind@maclarenart.com

Student Information

Name:

Email:

Phone:

School Information

High School:

Co-op Teacher Name and Email:

Placement Schedule

*The MacLaren is closed to the public on Mondays, and can only provide placements from Tuesday-Friday

Semester: Sept–Jan Feb–June

How many hours each week do you need to complete?

Start Date: _____

Morning (half-day) *or* Afternoon (half-day)

Placement Preferences

Areas of interest (select 2–3)

All co-op placements at the MacLaren include public-facing responsibilities such as front desk support, visitor services, and exhibition tours, regardless of the department focus.

Exhibitions & Collections

Duties may include, but are not limited to: opening and closing exhibitions; leading public tours; art-handling, documentation, and organizing; writing; other tasks related to exhibitions prep and collections

Education & Public Programs

Duties may include, but are not limited to: art program materials prep; assisting instructors in workshops and programs in the classroom; inventorying and organizing of education storeroom; leading tours

Visitor Services

Duties may include, but are not limited to: assisting with opening and closing the galleries; welcoming visitors and providing information; point of sale and Gallery Shop-related duties; assisting with weekly fundraising tasks

Communications & Marketing

Duties may include, but are not limited to: assisting with documenting exhibition-related events and programs; editing video and photographs to align with Gallery needs; assisting with the creation of social posts

Additional Information

Do you require any accommodations in the workplace or during the interview process? Yes No

MacLaren Art Centre, 37 Mulcaster Street, Barrie, ON, L4M 3M2 | 1(705) 721-9696 | www.maclarenart.com

MACLAREN

ARTCENTRE

Do you have reliable daily transportation to the MacLaren? Yes No

Are you part of a Specialist High Skills Major (SHSM), or other program? Yes No

How did you hear about the MacLaren as a co-op placement opportunity?

Have you visited the MacLaren before? Yes No

Experience & Goals

Please attach your resume or CV (include past work, volunteer experience, school clubs, etc.)

Why do you want to do your co-op with the MacLaren?

What skills or experiences do you hope to gain from this placement?

Commitment

Can you commit to consistent attendance as outlined by your timetable and co-op agreement? Yes No

Signature: _____ Date: _____