

**The North Vancouver Community Arts Council** is seeking an energetic and passionate individual to deliver arts programmes at a grass-roots community level by initiating, coordinating, growing, and marketing established and new arts programmes for the community we serve on the North Shore.

**START DATE: July 4, 2017**

30 hour per week position, with regular weekday office hours required and some evening and weekend work.

**RESPONSIBILITIES/DUTIES:**

*Programme Development and Coordination*

- Develop, coordinate and market multi-disciplined art programmes at multiple facilities
- Develop, coordinate and market after school art programmes at various NV elementary schools
- Oversee a music therapy programme for youth at risk at a NV high school
- Coordinate professional development workshops for local artists
- Coordinate an annual film series
- Liaise with programme participants, families, community members, and artists
- Solicit, interview, and contract artists
- Oversee and mentor summer students, interns, and volunteers
- Assist other team members with other projects & events where required

*Administration*

- Manage the administration requirements for all programmes including budgeting, registrations, inventory, payables, and receivables
- Create class lists and provide relevant information to instructors and participants
- Source and purchase art supplies
- Track registration statistics, testimonials, and feedback
- Facilitate programme evaluations

*Marketing & Promotion*

- Create marketing materials in-house
- Coordinate & facilitate online and print marketing campaigns for programmes
- Write press releases and class descriptions

**QUALIFICATIONS:**

- Minimum 2 years experience in programme coordination and promotions
- High level of creativity in marketing and communications within a limited budget
- In depth experience and knowledge working with traditional and social media
- Proven ability to establish and maintain effective working relationships with multiple stakeholders, while maintaining the highest level of customer service
- Demonstrated ability to work independently as well as collaboratively within a team environment
- Must have a valid driver's license and access to a reliable vehicle
- Personable and conscientious work ethic
- Post-secondary training in the arts and/or humanities an asset

**SKILLS:**

- Excellent organizational skills
- Strong interpersonal skills: in person, phone, online and written communications
- Creative thinker
- Confident in troubleshooting
- Skilled in utilizing MS Office and Adobe Design applications for administration and graphic design
- Skilled in website administration (Wordpress) and utilizing social media for organizational communication and promotion
- A strong ability to multi-task, evaluate, and manage priorities

**REMUNERATION:** \$20 to \$21.50 / hour to start (rate subject to experience) plus extended benefits package.

**APPLICATION DEADLINE: Midnight, SUNDAY, MAY 28, 2017**

Please submit resume and cover letter to:

Nancy Cottingham Powell, Executive Director  
North Vancouver Community Arts Council  
335 Lonsdale Avenue, North Vancouver, BC V7M 2G3  
or [jointheteam@nvartscouncil.ca](mailto:jointheteam@nvartscouncil.ca).

Thank you for your interest -only those chosen for an interview will be contacted.