

Job Posting: Summer Programmes Assistant

Work Week: 37.5 hours (normally Mon-Fri, 8am-4pm, with possibility of some evenings & weekends)

Start Date: May 15, 2017 (15 weeks)

The North Vancouver Community Arts Council is a social profit organization whose mandate is to enable emerging and professional artists in all media, and to bridge cultures and build strong communities through the arts. We are seeking an enthusiastic and responsible individual to assist in the organization, administration, promotion and facilitation of art programmes at two locations: CityScape Community Art Space and Maplewood House.

The mandate of CityScape is to celebrate and promote art and artists through quality experiences in a unique and inviting gallery space, and to create an inclusive environment which enriches and encourages community interaction. Maplewood House is a facility near Maplewood Farm in North Vancouver where the NVCAC offers art programmes for all ages and skill levels. The Summer Programmes Assistant will work with the Exhibitions Coordinator to develop, promote and facilitate interactive components around the exhibition themes at CityScape, and with the Art Programmes Coordinator for summer art camps at Maplewood House. The student will assist in the promotion and facilitation of summer art camps, providing care & activities for children 6-10 during breaks, assisting instructors during the camps and during after-hours care.

Responsibilities:

- assist in research and organizing materials for all programmes
- assist with promotion (press releases, signage, handbills, mailouts, social media campaign)
- oversee and assist where needed at programmes and events
- assist with co-ordination of artistic support and services for each programme/activity
- assist instructors and children during the art activities
- provide care and activities for kids before the art camp and during breaks
- assist with organizing and training volunteers assist with overall documentation, programme assessment, evaluation and analysis
- assist with other organization administrative duties as required.

Qualifications:

The successful applicant will have:

- an interest in the arts and in developing community connections through the arts
- a high degree of computer literacy (including fluency with social media to build enthusiasm around programmes)
- an ability to problem-solve, excellent oral and written communication skills, and effective organizational skills
- experience working with children is necessary, and a criminal record check for the vulnerable sector is required
- a self-motivated individual to take initiative, multi-task and prioritize.
- a full BC drivers' license and access to a vehicle is an asset, as the responsibilities of this position require working at two locations during the 6 weeks of summer camps.

Please note: this position is subject to funding through the Canada Summer Jobs programme. To be considered for this position, students must be between 15-30 years of age at the start of employment, registered as a full-time student during the preceding academic year, intend to return to school on a full-time basis next year, is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred.

How to Apply:

Please submit resume and cover letter by email (indicating Summer Programmes Assistant in the subject line) to jointheteam@nvcartsCouncil.ca, by mail or hand-delivered to:

North Vancouver Community Arts Council, 335 Lonsdale Avenue, North Vancouver, BC V7M 2G3

Remuneration: \$14.50 per hour + 4% vacation pay **Deadline: Sunday, April 9 @ midnight**