

The North Vancouver Community Arts Council is seeking an energetic and personable individual as a key player on a team that delivers arts programmes, exhibitions and events at a grass-roots level for the community we serve on the North Shore. The successful applicant will assist with office and gallery tasks and reports directly to the Executive Director. This is a part-time contract position for approximately 10 hours per week including evenings and weekends.

**RESPONSIBILITIES:**

- Front desk reception: greeting people and responding to questions, selling event tickets, course registration, answering phone
- Handle gift box purchases and art rental and sales
- Assist the Exhibitions Manager with promotions and facilitation of exhibitions and related events
- Assist with monthly opening receptions at CityScape Community Art Space
- Assist with facilitation of monthly creative escape evenings at CityScape Community Art Space
- Assist with opening and closing office and gallery
- Assist other team members with the delivery of other Arts Council projects, programmes & events where required

**QUALIFICATIONS:**

- Will require evening and weekend hours (Thursday nights, Saturday afternoon)
- Proven ability to establish and maintain effective working relationships with colleagues and volunteers by exercising tact and diplomacy
- Offer the highest level of customer service
- Demonstrated ability to work independently as well as collaboratively
- Ability to prioritize tasks and meet deadlines
- Very personable with a healthy sense of humour and a conscientious work ethic
- Experience working in a related field

**SKILLS:**

- Punctual and reliable
- Excellent organization and communication skills
- Detail-oriented, self-motivated, and takes initiative
- Highly proficient English language skills for in person, phone, and online communications
- Strong interpersonal skills
- Skilled in utilizing MS Office for administration, particularly Excel & Word
- A strong ability to multi-task, evaluate and manage priorities

**REMUNERATION:** Hourly wage subject to experience (\$14- 15 per hour)

**APPLICATION DEADLINE: Sunday, August 20 at midnight**

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. Applicants must be available for an interview in person.