

The North Vancouver Community Arts Council is a grassroots, social-profit, charitable cultural organization dedicated to maximizing the intrinsic value of the arts in all media. Our mandate is to enable emerging and professional artists in all disciplines, to bridge cultures, and to build strong communities through the arts. We are a vibrant and dynamic organization of over 500 members with a proud history of serving the citizens of the North Shore and artists from throughout Metro Vancouver and beyond.

The NVCAC is committed to providing excellence in art education to the public and individuals through workshops, classes for children, youth and adults, week-long art camps for kids and free art activities at community events. Art classes are developed and delivered by professional artists with teaching experience, assisted by volunteers where necessary, especially at busy art activities at community events. *Summer Art Camps at Maplewood House* provide art instruction and engagement opportunities for young people during 6 weeks in July and August, with options for kids to attend morning, afternoon, or full day camps.

The student will assist in the planning, organization, administration, promotion, and facilitation of arts education programmes at CityScape Community Art Space, Maplewood House, as well as other venues for community events mounted by partner organizations. The majority of the student's work (75%) will take place at CityScape Community Art Space in the City of North Vancouver.

RESPONSIBILITIES:

The Arts Education Assistant will assist the Arts Education Manager in:

- promoting summer art camps (may include development and distribution of materials, online listings);
- programme administration (communications with parents, compiling class lists, statistics, reporting);
- researching and organizing materials for summer camps;
- supporting the professional artist/instructors assisting children during art activities;
- providing care and activities for children indoors and outdoors during the weeklong camps;
- facilitating free art activities at community and NVCAC events;
- supporting the staff team with the delivery of other organizational projects, programmes & events where required.

QUALIFICATIONS & SKILLS:

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 MS Office Suite, Adobe Creative Suite an asset)
- an ability to problem-solve, and effective organizational skills'
- experience working with children (a criminal record check for the vulnerable sector is required);
- demonstrated ability to work independently as well as collaboratively within a team environment;
- motivation to take initiative, multi-task and prioritize;
- a healthy sense of humour and a conscientious work ethic,
- may require evening and weekend hours for community engagement activities and NVCAC events;
- excellent written and spoken English language skills;
- a BC drivers' license and access to a vehicle is an asset, as this position requires working at multiple locations.

ELIGIBILITY

This position is contingent on receiving funding through the Canada Summer Jobs programme.

To be eligible for this position, students must:

- be between 15 and 30 years of age at the start of the employment
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

REMUNERATION: Salary \$15 per hour, 37.5 hour per week, 16 weeks

Start date: May 22, 2018

APPLICATION DEADLINE: Sunday, April 8, 2018.

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 . We thank all candidates for their interest, however only those chosen for an interview will be contacted. Applicants must be available for an interview in person.