

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 Cultural Mapping Assistant will assist in data collection, organization, and content development for a regional cultural mapping project led by the North Vancouver Community Arts Council. Part of the Cultural Mapping Project, this position will report directly to the Project Managers and work with the Community Engagement Manager for the North Shore Cultural Mapping Project. The goal of the project is to build an accessible public resource of cultural assets including all three North Shore communities (DNV, CNV, and DWV) and two First Nations (Squamish, Tsleil-Waututh). Information about the cultural assets within the three municipalities and two First Nations will be compiled into a free, online, GIS driven, interactive mapping tool that will become a hub for North Shore culture and available to everyone. This tool is intended for residents, tourists, planners, and the cultural sector, and will help build audiences, drive tourism, fill gaps, and encourage partnerships to better highlight our rich cultural diversity. To be accessible to a broad audience, the GIS-based map will be embedded in a responsively designed website, specifically designed for the North Shore Cultural Map (working title).

RESPONSIBILITIES:

- Identify local cultural assets based on criteria established for project;
- Collect information about cultural assets;
- Add to existing inventory, both in Excel database and in GIS application;
- Work with local municipal GIS staff in identifying relevant assets already in their databases;
- Work with GIS specialists to use the GIS application customized for this project for uploading and maintaining data;
- Assist with content development for assets as required (for example, photographing or writing content);
- Assist in community engagement activities for the cultural mapping project;
- Assist staff team with the delivery of other organizational projects, programmes & events where required.

QUALIFICATIONS, SKILLS & EXPERIENCE:

- Experience working with MS Excel is essential and with GIS applications is an asset;
- Demonstrated ability to work independently as well as collaboratively within a team environment;
- Ability to prioritize tasks and meet deadlines;
- Very personable with a healthy sense of humour and a conscientious work ethic;
- May require evening and weekend hours for community engagement activities and NVCAC events;
- Creative, resourceful, hands-on, and pro-active;
- Excellent written and spoken English language skills;
- Outstanding attention to detail;
- Background in geography, community planning, GIS technology would be an asset.

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 7, 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.