

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 North Vancouver Community Arts Council programmes a full schedule of exhibitions and events throughout the year, with additional outreach and community engagement over the summer months. . All exhibitions and events are in public places, mostly free and accessible to the general public. Exhibitions are presented at CityScape Community Art Space, and through the Art in the Community programme at 3 public spaces. Art in the Community provides opportunities for artists working in 2D, 3D and installation media in public spaces, attracting an audience that may not visit an art gallery. To engage the community in our exhibitions and other initiatives, the NVCAC organizes and participates in various cultural events. Spring and summer events include: *Art in the Garden Tour* (May 26 & 27) with private North Shore Gardens enlivened with live music and local visual artists; *Canada Day free children's art activity* held in conjunction with the City of North Vancouver celebration (July 1); and *free kids art activities* every second Friday at the popular Shipyards Night Market; *Fun City Festival* (Aug) organized by the City of North Vancouver.

RESPONSIBILITIES:

- assist with liaising with artists and venues for event & exhibition logistics;
- assist with development of sponsors and community partners;
- assist with organizing and training of volunteers;
- arrange necessary approvals and licensing;
- co-ordinate artistic support, supplies & services;
- assist with mounting exhibitions;
- assist at opening receptions and events;
- assist with marketing, promotion, documentation & assessment;
- promote exhibitions & events through development and distribution of materials, online listings;
- facilitating free art activities at community events (such as Friday Night Markets & Canada Day celebrations);
- supporting the staff team with 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;
- experience in handling fine art in various media;
- a high degree of computer literacy (including MS Office Suite, Adobe Creative Suite an asset)
- an ability to problem-solve, and effective organizational skills;
- 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 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 14, 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.