



JOB POSTING:
Arts Education/Exhibition Assistant (Summer Position)

North Van Arts 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 and healthy 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 summer position will assist in the planning, organization, administration, promotion, and facilitation of arts education programmes and exhibitions with a community arts focus. North Van Arts is committed to providing excellence in arts 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 artist instructors, 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.

North Van Arts also programmes a full schedule of exhibitions at CityScape Community ArtSpace and at three different spaces through the Art in the Community programme. CityScape Community Art Space is a free public gallery that exhibits the work of local emerging and professional artists. All exhibitions at CityScape are group based, themed, with a free interactive component and a public opening reception. 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. Summer 2019 exhibitions will include work by artists interacting with natural materials and a special exhibition to celebrate 50 years of North Van Arts. The 50th anniversary exhibition will be an exceptional opportunity to explore the role of arts in our community and work closely with local artists. The summer assistant will also assist in outreach and planning for the fall *Pushing Boundaries* exhibition, which will feature the work of emerging contemporary First Nations artists. Themes of CityScape exhibitions are often further explored through Arts Education programmes at all age levels, through paid and free community programming.

RESPONSIBILITIES:

The Arts Education/Exhibition Assistant will assist in:

- programme administration (communications with parents and instructors, compiling class lists);
- 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 North Van Arts events;
- assist liaising with artists exhibition logistics;
- assist with mounting exhibitions and at opening receptions, and events;
- assist with marketing, promotion, documentation & assessment of programmes & exhibitions;
- promoting arts education programmes and exhibitions through development and distribution of materials and online listings;
- facilitating free art activities at community events;
- supporting the staff team with delivery of other organizational projects, programmes and 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);
- experience in handling fine art in various media is an asset;
- demonstrated ability to work independently as well as collaboratively within a team;
- 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 and 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, youth must:

- be between 15 and 30 years of age at the start of the employment;
- 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; and,
- 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 \$16 per hour, 37.5 hour per week, 13 weeks

Start date: May 27, 2019

APPLICATION DEADLINE: Sunday, April 7, 2019.

Please submit resume and cover letter to:

Nancy Cottingham Powell, Executive Director, North Van Arts, 335 Lonsdale Avenue, North Vancouver, BC V7M 2G3 or jointheteam@northvanarts.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.