



**JOB POSTING:**  
**Community Events 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, and execution of several community cultural events throughout the late spring and summer as well as planning for North Van Arts 50<sup>th</sup> anniversary celebration event in early fall 2019. North Van Arts organizes and participates in various cultural events through the year. The overall objective of our events programme is to further our mandate of enabling emerging and professional artists in all disciplines and building strong and healthy communities through the arts.

Spring and summer events include: *Art in the Garden Tour* (May 25& 26) with 14 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); *free kids art activities* every 2<sup>nd</sup> Friday at the popular Shipyards Night Market. Since 2018, North Van Arts staff oversee *Studio in the City* for the City of North Vancouver (Jul, Aug), which provides opportunities for youth ages 15-19 to apprentice with professional artists. The summer position will also assist in preparation for our 50<sup>th</sup> anniversary gala (Sept 14) which will be designed as a unique cultural experience in a community arts space setting to celebrate the impact arts and culture and North Van Arts has had on the North Shore community over the past five decades.

**RESPONSIBILITIES:**

- assist liaising with artists and venues for event 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, including reporting and managing a project timeline, and coordinating artist support and supplies.;
- assist with mounting and facilitating events;
- assist with marketing, promotion, documentation & assessment;

## RESPONSIBILITIES (CONTINUED)

- promote events through development and distribution of materials, online listings;
- facilitate free art activities at community events (such as Friday Night Markets & Canada Day);
- support 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;
- a high degree of computer literacy (including MS Office Suite, Adobe Creative Suite an asset)
- an ability to problem-solve, and effective organizational skills;
- coordinate artistic support, supplies & services;
- assist with marketing, promotion, documentation and assessment of events;
- reporting, updating, and managing a project timeline, and coordinating artist support and supplies.
- 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 North Van Arts 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 6, 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](mailto: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.