



**JOB POSTING:
Arts Education 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. As one of our programme streams, 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.

The summer position will assist in the planning, organization, administration, promotion, and facilitation of arts education programmes for children 6-11 years old in July and August. Through *Summer Art Camps at Maplewood House*, we offer art instruction and engagement opportunities for young people in a variety of artistic disciplines including visual arts, drama, writing, singing, song-writing and movement. Art classes are developed and delivered by professional artist instructors with small class sizes to ensure a positive experience for all.

RESPONSIBILITIES:

The Arts Education 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;
- 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 & 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;
- 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 \$17 per hour, 37.5 hour per week, 10 weeks

Start date: June 22, 2020 *

APPLICATION DEADLINE: Sunday, May 17, 2020

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.

**Please note: dates are subject to Provincial Health Authority recommendations surrounding COVID-19.*