



**JOB POSTING:**  
**Cultural Mapping 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.

In March, 2020, North Van Arts launched the North Shore Culture Compass, an accessible navigational tool featuring key information about points of interest, to connect with local arts, heritage, and stories. The map is an accessible public resource of cultural assets including all three North Shore communities (CNV, DNV, and DWV) and two First Nations (Squamish, Tsleil-Waututh). This tool is intended for residents, tourists, planners, and the cultural sector, to help build audiences, drive tourism, fill gaps, and encourage partnerships to better highlight our rich cultural diversity. The map was built using ArcGIS online and is embedded into a responsively designed web hub tool.

The Cultural Mapping Assistant will assist in asset data collection, research, and some engagement with local arts & culture organizations to add new listings to the North Shore Culture Compass. This position will report directly to North Van Arts staff overseeing the North Shore Culture Compass.

**RESPONSIBILITIES:**

- Assist with identifying local cultural assets based on established criteria;
- Assist in maintaining assets and event listings on map using ArcGIS online;
- Help update and maintain existing asset keywords;
- Assist with content development for assets as required (for example, photographing or writing content);
- Assist in community outreach activities/engagement for the cultural mapping project in person, by phone and by email;
- Assist staff team with the delivery of other organizational projects, programmes & events where required.

**QUALIFICATIONS, SKILLS & EXPERIENCE:**

- Experience working with MS Excel and ArcGIS online is essential;
- 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 North Van Arts' events;
- Creative, resourceful, hands-on, and pro-active;
- Excellent written and spoken English language skills;
- Outstanding attention to detail;
- Background in geography, community planning would be an asset.

## 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, 12 weeks

**Start date:** June 8, 2020\*

**APPLICATION DEADLINE:** May 3, 2020

Please submit resume and cover letter to:

Nancy Cottingham Powell, Executive Director, North Van Arts, [jointheteam@northvanarts.ca](mailto: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.*