



**JOB POSTING:**

**Exhibitions & Community Engagement Assistant (Summer Position)**

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**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 overall objective of our exhibitions & events programmes are to encourage connections within our community members and artists, offering community members opportunities for self-expression, creative development and enjoyment.

This summer position will report to the Exhibitions Manager to assist in the planning and organization of summer and fall exhibitions at CityScape Community ArtSpace and at three different spaces through the Art in the Community programme. These exhibition spaces exhibit the work of local emerging artists, providing opportunities for the community to experience original art. 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.

This position will also assist the Events Manager in overseeing *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. Normally, North Van Arts organizes and participates in various cultural and community events throughout the year. As this is not a normal year, some of those events have been cancelled, while others are not confirmed at this time. Possible events that this position may assist with are: Canada Day *free children's art activity* held at the City of North Vancouver celebration (July 1); and *free kids art activities* every 2<sup>nd</sup> Friday at the popular Shipyards Night Market.

Working in both areas of exhibitions and events, the incumbent will gain valuable experience in working with emerging and professional artists, creating intriguing and meaningful experiences for the local community.

**RESPONSIBILITIES:**

- assist liaising with artists and venues for event and 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, including reporting, altering and managing a project timeline;

- assist with mounting and facilitating events & exhibitions, including opening receptions;
- facilitate free art activities at community events such as Friday Night Markets & Canada Day;
- assist with marketing, promotion of events & exhibitions through development and distribution of materials, online listings;
- documentation & assessment of events & exhibitions (including collecting, assembling artist statements, biographies);
- build the event & exhibition archive both digital (web) and archival (print);
- 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;
- experience in handling fine art in various media;
- assist with marketing, promotion, documentation & assessment of events;
- reporting, altering 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 community events and opening receptions;
- excellent written and spoken English language skills;
- a BC drivers' license and access to a vehicle is an asset, as this position requires work 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, 12 weeks

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

#### **APPLICATION DEADLINE: Sunday, May 3, 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](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.

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