



JOB POSTING: ARTS EDUCATION MANAGER

North Van Arts is a community arts council whose mandate is to enable emerging and professional artists in all media, and to bridge cultures and 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 North Shore and artists from Metro Vancouver and beyond. We are seeking an energetic and personable individual as a key collaborative player on a team that delivers a number of community events, art exhibitions, and arts programmes at a grass-roots level, ensuring inclusiveness and accessibility.

The Arts Education Manager reports directly to the Executive Director and is responsible for managing all aspects of the arts education programming, including children, youth, and adult programming in multiple disciplines.

This is a full-time position, 37.5 hours per week and does require some evening and weekend work.

RESPONSIBILITIES/DUTIES:

Programme Development and Coordination

- Develop and coordinate arts programmes in a variety of disciplines at multiple facilities
- Develop and coordinate after school art programmes at various North Vancouver elementary schools
- Develop and coordinate spring, summer, and School District Pro D camps at our education facility
- Develop and coordinate professional development workshops for local artists
- Oversee the Rhythm & Word music therapy and Arts & Mycology programme for youth at a North Vancouver high school
- Liaise with arts education participants, families, community members, and artists
- Solicit, interview, and manage artist instructors
- Oversee and mentor summer students, interns, and volunteers
- Assist other team members with North Van Arts projects & events, where required

Administration

- Manage the administration requirements for all programmes including budgeting, registrations, inventory, payables, receivables, and instructor contracts
- Create class lists and provide relevant information to instructors and participants
- Source and purchase art supplies for all class locations
- Monitor registration and ticket sales
- Track statistics, testimonials, and feedback to facilitate programme evaluations
- Conduct user surveys and programming audits, as required

Marketing & Promotion

- Add all programmes to WordPress website, overseeing online registration
- Coordinate marketing of classes, camps, and workshops with social media manager and marketing manager
- Create marketing materials in-house and working with a designer
- Coordinate & facilitate online and print marketing campaigns for programmes
- Write marketing copy such as class descriptions and press releases
- Coordinate distribution of marketing materials

QUALIFICATIONS:

- Work experience or education in arts management, community arts, art instruction, or other arts-related experience
- Proven ability to establish and maintain effective working relationships with multiple stakeholders, and maintain a high level of customer service
- Demonstrated ability to work independently as well as collaboratively within a team environment
- Demonstrated commitment to decolonization, both personally and within the arts community
- High level of creativity in marketing and communications within a limited budget
- In depth experience and knowledge working with traditional and social media
- Personable and conscientious work ethic
- Ability to prioritize tasks and meet deadlines
- A current BC driver's license is required and access to a reliable vehicle an asset
- Flexibility to work evening and weekend hours, when required.

SKILLS:

- A strong ability to multi-task, evaluate, and manage priorities
- Excellent organizational and interpersonal skills, working with a wide range of ages and backgrounds
- Highly proficient English language skills for in person, phone, and written communications
- Creative, collaborative thinker
- Confident in troubleshooting
- Skilled in utilizing MS Office for administration, particularly Word, Excel, and Outlook
- Knowledge of Wordpress and basic HTML code is an asset
- Knowledge and skills in Adobe Creative Suite is an asset
- Previous marketing experience is an asset

REMUNERATION: Salaried position based on \$21.50 / hour, 37.5 hours per week = \$41,925 per year. Extended health benefits after 3-month probation period. Position will work out of the North Van Arts' office, with some flexibility to work from home at times.

START DATE: February 14, 2022 (or earlier, if available)

APPLICATION DEADLINE: Midnight, Monday, January 24, 2022

Please submit resume and cover letter in PDF format to:

Nancy Cottingham Powell, Executive Director, North Van Arts

jointheteam@northvanarts.ca

North Van Arts is committed to equity for all prospective employees regardless of national or ethnic origin, religion, gender, sexual orientation, or age.

Thank you for your interest - only candidates selected for an interview will be contacted.