



## **JOB POSTING:**

### **Arts Education Assistant (Summer 2024 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 400 members with a proud history of serving the citizens of the North Shore and artists from throughout Metro Vancouver and beyond. North Van Arts operates out of CityScape Community ArtSpace in lower Lonsdale, while summer camps are located at Maplewood House.

#### **About The Arts Education Programme & Camp Creative:**

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 Camp Creative for kids, and free art activities at community events. Camp Creative at Maplewood House is the summer camp where kids explore nature and the arts. The Arts Education Assistants will be working closely with the lead Instructor and the Arts Education Manager as Supervisor and Mentor.

#### **What you will do in this position:**

The Arts Education Assistant will work closely with the Arts Education Manager in the administration, promotion, and facilitation of Arts Education programmes for children 6-11 years old, and other Arts Education programmes as required. Through Camp Creative, we offer art instruction and engagement opportunities for young people in a variety of artistic disciplines including visual arts, drama, writing, singing, songwriting, 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, including communications with instructors, and compiling class lists.
- Organizing supplies for summer camps to ensure smooth operations.
- Assisting professional artist/instructors in guiding children during art activities.
- Providing care and supporting activities for children indoors and outdoors during week-long camps.
- Assist with potential promotion of arts education programs and exhibitions through various means such as material development, online listings, administrative tasks, and supporting staff in other organizational projects and events as necessary.

335 LONSDALE AVE. NORTH VANCOUVER, BC V7M 2G3

NORTHVANARTS.CA

604-988-9844

## QUALIFICATIONS & SKILLS:

The successful applicant will have:

1. Previous experience working with children in dynamic environments, with a requirement for a criminal record check for the vulnerable sector upon hiring.
2. Ability to collaborate effectively with fellow staff members to maintain a safe and healthy environment indoors and outdoors during workshop hours and lunchtime.
3. Commitment to maintaining tidiness and cleanliness in studio spaces by organizing materials.
4. Demonstrated motivation to take initiative, multitask, and prioritize tasks effectively.
5. Strong interpersonal skills, including the ability to engage and interact with children, facilitate problem-solving, generate ideas, and assist in starting and fixing art projects.
6. Proficiency in basic computer skills and familiarity with Excel to assist in managing attendance sheets.
7. Ability to communicate in English.

## ELIGIBILITY

This position is contingent on receiving funding through the Canada Summer Jobs programme.

To be eligible for this position, applicants 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 \$19.00 per hour, 37.5\* hour per week, 12 weeks\*

**Start date:** Monday, June 10, 2024 \*

**APPLICATION DEADLINE:** Sunday, May 5, 2024 at 11:59 pm

**NUMBER OF POSITIONS:** 2\*

**Please submit resume and cover letter to:**

[jointheteam@northvanarts.ca](mailto:jointheteam@northvanarts.ca) or 335 Lonsdale Avenue, North Vancouver, BC V7M 2G3. If you require assistance in applying, please call 604-988-6844 or email [info@northvanarts.ca](mailto:info@northvanarts.ca).

*\*Please note: details are subject to Canada Summer Jobs funding.*

## Our space:

North Van Arts aims to be a safer space for those engaging with us, including all staff. We encourage applications from members of groups who are underrepresented in our community, including, but not limited to:

- members of the BIPOC community;
- members of the 2SLGBTQIA+ community;
- persons with visible and/or invisible disabilities;
- members of groups who experience discrimination due to race, gender, ancestry, religion, or place of origin.

To learn more, please contact Stephanie Blundell at [stephanieb@northvanarts.ca](mailto:stephanieb@northvanarts.ca) or 604-988-6844.

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