



JOB POSTING:

Cultural Mapping Assistant (Summer 2024 Position)

North Van Arts is a grassroots, non-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, serving and supporting our local community and artists throughout Metro Vancouver and beyond. North Van Arts operates out of CityScape Community ArtSpace in Lower Lonsdale.

About the North Shore Culture Compass:

In spring 2020, North Van Arts launched the North Shore Culture Compass, a free online map that visualizes the rich cultural offerings of the North Shore by featuring key information about local art, heritage, and stories. From museums to natural places, annual festivals to art galleries, the map encompasses the cultural diversity of all three North Shore communities (City North Van, District North Van, and District West Van) and two First Nations Skwxwú7mesh (Squamish), and səliłwətaʔ (Tsleil-Waututh). To be accessible to a broad audience, the map was built in ArcGIS Online and is embedded into a responsively designed web hub tool. An updated version will be launched by summer 2024, improving the mobile experience.

What you will do in this position:

The Cultural Mapping Assistant will assist in updating data and creating content for the map, ensuring information is up to date, engaging, accurately sourced and referenced to reflect the diversity of culture and communities on the North Shore, with opportunities to assist with marketing and community outreach activities, and other projects, programmes and events when required. This position reports directly to North Van Arts staff overseeing the North Shore Culture Compass.

335 LONSDALE AVE. NORTH VANCOUVER, BC V7M 2G3

NORTHVANARTS.CA

604-988-9844

RESPONSIBILITIES:

The Cultural Mapping Assistant will assist with:

- updating existing images/content references on the intangibles & stories, cultural & natural heritage and First Nations categories of the map;
- identification of and engagement with local cultural organisations to add to the map (based on asset listing criteria established for the Culture Compass);
- content development for asset listings (photographing, researching, writing descriptions);
- reviewing and approving new cultural asset listings and events through ArcGIS Online;
- Use apps by ArcGIS online (StoryMaps, Instant Apps) to share the map's content in different formats;
- community outreach and engagement activities – online and/or in person (e.g. inform and engage the public at local community festivals or helping to create treasure hunts).
- support marketing by providing asset listing -based content;
- Supporting Culture Compass projects, programmes & events where required including the You Are Here calendar fundraiser, Treasure Hunts and data analysis.

QUALIFICATIONS & SKILLS

The successful applicant will have:

- experience working with MS Excel and ArcGIS Online is essential;
- demonstrated ability to work independently (this position may be a hybrid in-office/remote) as well as collaboratively with a team;
- ability to prioritize tasks and meet deadlines;
- ability to have an open mind and a conscientious work ethic;
- creative, resourceful, hands-on, and pro-active;
- excellent written English language skills to write concise and informative listing descriptions;
- outstanding attention to detail for accurate content and referencing;
- will require evening and weekend hours for community engagement activities (this time can be used in lieu during the week);
- interest in arts, culture, heritage, community connections;
- drivers license and access to a vehicle or carshare to get to and from outreach events is an asset (mileage will be reimbursed);
- background in human/cultural geography or community planning would be helpful.

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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, 16 weeks*

Start date: Monday, May 13, 2024*

APPLICATION DEADLINE: Sunday, April 14, 2024 at midnight

Please submit resume and cover letter to:

Don Rutherford, Interim Executive Director, North Van Arts, 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.

**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 Don at don@northvanarts.ca or 604-988-6844.

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