



JOB POSTING:

Camp Creative Assistant (Art Coordinator) – Canada Summer Jobs

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.

Our program, Camp Creative offers week-long creative experiences for children ages (6-11) with different artists/instructors throughout the week. 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. Professional artist instructors with small class sizes develop and deliver art classes to ensure a positive experience for all.

The Camp Creative Assistant (Art Coordinator – Education) will support the artists/instructors in managing and preparing supplies and equipment, assisting kids in the art activities, cleaning up and overseeing outside time and lunch/snack breaks, and supporting administrative tasks related to registration, communication, and logistics, gaining valuable experience in these areas. The Camp Creative Assistant will be working closely with the lead Instructor and the Arts Education Manager as Supervisor and Mentor, to support the operation of each of these camps in July and August.

RESPONSIBILITIES:

The Camp Creative Assistant (Arts Coordinator) will assist in:

- program administration (communications with parents and instructors, compiling class lists)
- researching and organizing materials for summer camps
- support professional artists/instructors in assisting children during art activities
- provide care and activities for children indoors and outdoors during the weeklong camps
- promoting arts education programs and exhibitions through the development and distribution of materials and online listings.
- administrative tasks to support arts education programming
- organizing and training volunteers
- supporting North Van Arts with the delivery of other organizational projects, programs & events where required

335 LONSDALE AVE. NORTH VANCOUVER, BC V7M 2G3

NORTHVANARTS.CA

604-988-9844

QUALIFICATIONS & SKILLS:

The successful applicant will have:

- experience working with children (a criminal record check for the vulnerable sector is required)
- an interest in the arts and in developing community connections through the arts;
- computer literacy (including MS Office Suite, and Adobe Creative Suite)
- experience handling complex situations
- effective organizational skills
- demonstrated ability to work independently as well as collaboratively within a team
- motivation to take initiative, multi-task and prioritize
- A healthy sense of humour and a conscientious work ethic
- availability for occasional evening and weekend work
- excellent written and spoken English language skills
- A valid BC driver's license & access to a vehicle is an asset

ELIGIBILITY

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

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: \$20.00 per hour, 35 hour per week for 10 weeks

Start date: Monday, June 21, 2025

NUMBER OF POSITIONS: 2

Please submit resume and cover letter to:

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.

Safer 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.

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