



## **JOB POSTING:**

### **Events and Exhibitions Assistant (Event Coordinator) – Canada Summer Jobs**

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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.

The Event Coordinator position offers the opportunity to gain valuable experience in the planning and facilitation of community arts events and exhibitions, working with emerging and professional artists, artisans, and musicians to create intriguing and meaningful experiences for the local community. The Events and Exhibitions Assistant (Event Coordinator) reports to the Community Events Manager and the Exhibitions Manager.

With the Exhibitions Manager, the assistant will support in the organization of exhibitions at CityScape Community ArtSpace and the Art in the Community program at various venues. During the summer, this position will be involved in 3-5 exhibitions at various venues. These exhibitions are varied in subject, medium, and themes with artists represent various cultures, genders, and ages, at various points in their careers ranging from emerging to professional.

With the Events Manager, the assistant will support in the planning, organization, and execution of community events that take place between June and October in a number of different locations.

#### **NOTE: THIS JOB POSITION IS SUBJECT TO FUNDING APPROVAL**

#### **RESPONSIBILITIES**

The Events and Exhibitions Assistant (event coordinator) will assist with:

- liaising with artists and venues for event and exhibition logistics
- organizing and training volunteers
- coordinate artistic support, supplies and services
- managing a project timeline
- liaising with partners and sponsors
- marketing, promotion of events & exhibitions
- handling fine art in various media
- documentation of events and exhibitions (including assembling artist statements and bios, web updates)
- supporting North Van Arts with the delivery of other organizational projects and programs where required

335 LONSDALE AVE. NORTH VANCOUVER, BC V7M 2G3

NORTHVANARTS.CA

604-988-9844

## QUALIFICATIONS & SKILLS

The successful applicant will have:

- an interest in the arts and in developing community connections through the arts
- computer literacy (MS Office Suite and Adobe Creative Suite are an asset)
- experience handling complex situations, and working with integrity while on a tight timeline
- demonstrated ability to work independently as well as collaboratively within a team environment
- motivation to take initiative, multi-task and prioritize in a busy office environment
- availability for occasional weekend and evening work
- clear and attentive written and spoken communication skills
- experience in events and exhibitions work is an asset
- a valid BC driver's license and 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.
- **Note: International students are not eligible participants**

**REMUNERATION:** \$20.00 per hour, 30 hour per week for 16 weeks

**Start date:** Monday, May 11, 2026

**NUMBER OF POSITIONS:** 1

**Application Deadline: Friday, 10<sup>th</sup> April 2026, 5PM**

**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).

### **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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