



## Job Posting

### Assistant to the Managing Director

Summer 2019 – Pending Canada Summer Jobs Funding

The Port Moody Arts Centre is seeking proactive, resourceful, and goal-oriented Assistant to the Managing Director to support the development and implementation of large organizational strategic initiatives as well as day-to-day management work. The Assistant will play an integral role in the development of a strategic planning process for the Arts Centre, market research to help guide future programming and growth priorities, new fundraising initiatives, and other major projects being undertaken by the organization. The position will involve attending and planning for key leadership meetings, conducting research, preparing public presentation materials, assisting in the development of new processes, attendance and execution of community outreach events, and documentation management, providing a meaningful opportunity to gain experience in all aspects of leadership within a non-profit arts environment.

### About the Arts Centre

Housed in the historic Old City Hall and Appleyard House buildings in the heart of Port Moody, the Port Moody Arts Centre is a cultural hub for arts and education. With a mission to promote participation in the arts, we offer a full range of visual, ceramic, theatre, music, and media arts programming for people of all ages and experience levels to explore their creativity and develop artistic skills. The Arts Centre is also home to a public art gallery, showcasing the work of emerging and established artists in a variety of mediums through a professionally curated exhibition program.

### Responsibilities

Shadowing the Managing Director, the primary duties of the Assistant to the Managing Director will include:

#### Strategic Planning, Market Research & Community Outreach Support:

- Assisting in the development of a long-term strategic planning process for the organization, from design of the process, support in conducting necessary research, and helping to execute and document the process
- Assisting in the development of a market research project to identify the current arts & culture needs of Port Moody's growing and diverse community, from design of the process, design of survey questions, support in conducting the necessary research, execution and documentation of the process

- As directed, conduct research on peers and competitor practices and help develop best practices processes for the organization

### **Fundraising Support:**

- Assisting in the development of a new sponsorship program, from the design of the program, identification of appropriate sponsors and negotiation of agreements
- Assisting in the development of new programs to support a major donor gift and document lessons learned, to help develop a future major gifts donor program.
- As needed, assisting in the research of new grants using our grants database and conducting subsequent research for their application

### **Some Event Planning and Execution:**

- Under the direction of the Managing Director and other staff, taking a leading role in organizing and executing community outreach and arts events, managing logistics and volunteers

### **Other Duties:**

- As directed by the Managing Director and appropriate board committees, assisting in the research and development of new policies if required
- Support the Managing Director in the development of PowerPoint and other presentations to City Council, funders, local businesses, community groups and other key stakeholders
- Assisting the Managing Director in the planning of key leadership meetings; attending and documenting meetings, include meetings with Council & Mayor, MLA, MP, key funders, businesses, select Board meetings, community groups, Arts Centre team meetings, etc.

### **Qualifications**

- Have a strong interest in non-profit arts organizing
- Demonstrated experience and background (education, professional, or volunteer) in arts organizing is considered an asset
- Enrollment in a post-secondary arts, cultural studies, or labour studies program is considered an asset
- Highly effective verbal and written communication skills
- Strategic thinker who is creative in planning and problem-solving
- Strong organization skills with careful attention to detail
- Excellent time management skills with the proven ability to manage priorities and meet deadlines
- Advanced research skills

- Adaptable with the ability to work both independently and collaboratively in a team environment
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and standard desktop applications
- Knowledge of Mandarin, Cantonese, Korean, Farsi, or another language is considered an asset
- This position requires the completion of a successful criminal background check prior to commencing employment

### Eligibility for Canada Summer Jobs Program:

- 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
- 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

\$14 / hour

This is a full-time (35 hours/week) 16-week summer youth employment opportunity scheduled to take place from May 6 – August 23, 2019. The position and its duration are conditional upon Canada Summer Jobs funding.

### How to Apply

Please submit your application to [info@pomoarts.ca](mailto:info@pomoarts.ca) no later than **Friday, March 15, 2019 at 5pm** according to the following guidelines:

- PDF format only with your COVER LETTER and RESUME *in the same document*
- Your cover letter should clearly indicate why you are interested in this position, what you hope to learn, and what impact it will have on your professional development
- Must use “CSJ Assistant to the Managing Director – Application” as the *subject of your email*

The Port Moody Arts Centre is an equal opportunity employer. We welcome applications from qualified individuals from diverse backgrounds, and do not discriminate on the basis of gender, gender identity, race, ethnicity, age, sexual orientation, or (dis)ability.

We thank all applicants for their interest; however, only those candidates selected for an interview will be contacted.

Visit [pomoarts.ca](http://pomoarts.ca) for more details.