



Job Posting

Assistant to the Program Manager

Summer 2019 – Pending Canada Summer Jobs Funding

The Port Moody Arts Centre is seeking a qualified, creative, and enthusiastic program assistant who has experience working with children to support the delivery of our Summer Art Camps and arts education program more generally. Working closely with the Program Manager, the Assistant to the Program Manager will be immersed in all aspects of arts education program development and delivery, and will actively contribute to the creation of an inclusive and encouraging environment in which participants of all ages and experience levels can learn and experiment with a variety of art-making materials and practices. This position provides a meaningful opportunity to gain hands-on education, program delivery, and leadership experience in a non-profit community arts organization.

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

Reporting Directly to the Program Manager, the Assistant will provide operational support for arts education programs throughout the job placement term, and will provide daily support in the delivery of Summer Art Camps for children and youth aged 5 – 17 from July 2 until the end of August.

Program Operations (on-going)

- Assist with developing, organizing, and planning Fall arts programming
- Assist with customer service and conflict resolution related to arts education programs, ensuring participant satisfaction
- Provide administrative support, including monitoring registration, configuring, and reviewing all data in the Arts Centre's online registration system (ASAP) for accuracy, liaising with ASAP representatives as required
- Communicate with art instructors regarding their requirements for the program, including compiling bios, photos, and other information to share with the Communications Coordinator and Graphic Designer and assist in the promotion of arts education programs

- Design multimedia presentations and perform community outreach to promote Summer Art Camp programs prior to their commencement
- Participate in community events and outreach initiatives as a representative of the Arts Centre
- Research and perform competitive analysis for arts education programs
- Liaise with the Communications Coordinator to monitor registration numbers and identify classes to promote in social media and digital marketing campaigns
- Help develop an inventory and supply management system for all art supplies and materials used in the delivery of arts education programs
- Review and update Volunteer/Employee Handbooks, particularly as they relate to program policies
- Oversee the preparation of weekly documentation, including attendance lists and sign-in sheets
- Complete a final report assessing and making recommendations to improve the Summer program

Summer Art Camp Coordination (July – August)

- Assist staff, instructors, volunteers, and parents with daily camp logistics and programming
- Help facilitate daily sign-in procedures of camp participants, ensuring that all client information and emergency contact forms are complete
- Work with Volunteer Coordinator to organize and supervise youth volunteers, introducing volunteers to their assigned roles and activities to facilitate smooth integration into programs
- Develop and lead fun, creative, and age-appropriate participatory activities for children before camp, during lunch break, and during after camp care
- Ensure the safety and organization of approximately 50 camp participants each day, ensuring that behavioural policies are followed
- Assist with the documentation of camp activities, including taking photographs of camp participants and coordinating photo release forms

Qualifications

- Post-secondary education or a demonstrated experience in fine arts, education, community recreation, child and youth studies, sociology, psychology, or a related field
- Have a strong interest in community engagement and educational programming
- Previous experience working with or leading children in large group settings and one-on-one
- Ability to work both independently and collaboratively in a team environment
- Effective verbal and written communication skills
- Exceptional interpersonal and leadership skills with a positive, friendly outlook
- Strong organization and time management skills with demonstrated ability to manage multiple tasks and priorities
- Creative and resourceful with the ability to take initiative and problem solve
- Demonstrated ability to work with participants of all ages, social, cultural, and ethnic backgrounds

- Proficient in Microsoft Office Suite (Word, Excel, Outlook)
- A valid First Aid certificate is considered an asset
- Proficiency in a second language such as Mandarin, Cantonese, or Korean is considered an asset
- This position requires the completion of a successful criminal background check prior to commencing employment
- Because of the specific nature of this position and the requirement to provide direct supervision to children, *the successful candidate must be a minimum of 19 years of age*

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 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 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 Program Assistant – 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 for more details.