



## ASSISTANT, PROGRAMMING

Full Time Permanent  
Sundays - Thursdays

### About Arts Umbrella

With a mission of “Inspiring Creativity. For Good,” Arts Umbrella is a not-for-profit arts education center for children and youth ages 2 to 19. Arts Umbrella fosters the creativity of young people by providing innovative and quality visual and performing arts programs that inspire intellect, spirit, and passion. Delivering both tuition-based and free outreach programs, Arts Umbrella touches the lives of 21,000 children a year. Programs range from general to pre-professional courses in theatre, dance, painting, sculpture, architecture, film, photography, media arts, and more.

### The opportunity

Reporting to the Manager, Program Operations and Director, Community Programming, the Assistant plays a key role in providing administrative support and facilitating the smooth running of the Programming department for Visual, Media, Applied, Theatre, and Music disciplines (general programs) for Granville Island and Community programs.

- Provides administrative support to the Programming department with a primary focus, but is not limited to, payroll processing, database management, substitutions, day to day communication, document preparation, and general office organization.
- In conjunction with the Coordinator, Programming, liaises with instructional staff on a day to day basis and responds to and redirects inquiries to the appropriate individual
- Coordinates community projects, events, and initiatives in addition to ad hoc projects as required.
- Provides general support of staff hiring and orientations.
- Organizes meetings, room bookings, calendars, instructional staff contacts and bios.

### About you

Our Assistant, Programming has the ability to work in a fast-paced environment with ever-shifting priorities and the following **must have** qualifications:

- Good communication skills, both written and oral.
- Proven ability to operate well in a collaborative, high energy, dynamic work environment.
- Detail-oriented & extremely organized, as well as being a self-starter, creative thinker, and confident professional.
- Good solid understanding of the Microsoft Office Suite, Filemaker, Activenet &/or other databases would be an asset.

Ideally you possess a post-secondary degree/diploma and 2 -3 years of experience in an administrative role or an equivalent combination of education and experience.

Experience working in the non-profit sector would be an asset.



**ARTS UMBRELLA**

## Why Arts Umbrella

For 35 years, Arts Umbrella has been offering a lively, positive, and supportive work environment and an opportunity to make a difference. We are passionate about the arts and believe that through arts education we can positively impact our community and our world. Arts Umbrella is an organization with a heart, where self-expression and creativity are valued and nurtured.

## How to apply

If you would like to make a difference in the lives of kids & teens in Metro Vancouver, and just love everything about marketing, please forward your resume and cover letter in one document to [job@artsumbrella.com](mailto:job@artsumbrella.com) no later than **Tuesday, July 21<sup>st</sup>** indicating **Assistant, Programming** in the subject line. We will review resumes as they arrive and schedule interviews when appropriate.

Arts Umbrella thanks all applicants for their interest and advises that only those selected for an interview will be contacted.