



## ASSISTANT, DANCE OPERATIONS

Part Time – Approximately 30 Hours (Saturdays and some evenings mandatory)

### About Arts Umbrella Dance

Arts Umbrella is where young artists ages 2–22 cultivate their creativity in Dance, Theatre, and Visual Arts. As a non-profit organization for arts education, we believe that art is powerful. Powerful enough to change kids' lives in incredible ways. When young people connect with the arts, they gain self-confidence, develop self-discipline, and discover creative expression—things they carry with them for life. Arts Umbrella has four locations in Vancouver and Surrey, as well as donor-funded programs at schools, community centres, neighbourhood houses, and healthcare facilities across Metro Vancouver. We reach close to 21,000 students every year, with nearly 80% participating at little to no cost.

Now celebrating its 40<sup>th</sup> year, Arts Umbrella will be moving into the South Building of the former Emily Carr University of Art + Design on Granville Island in late 2019. This exceptional opportunity will allow Arts Umbrella to further our vision for a better world where all young lives are inspired to pursue a lifelong journey towards self-expression, compassion, and humanity. It is our mission to be Canada's leader in arts education for young people; to build community and deliver profound life experiences through our commitment to innovation, excellence, and inclusivity. Arts Umbrella is an organization full of heart, where self-expression and creativity are valued and nurtured.

### The opportunity

Reporting to the Coordinator, Dance Operations and Artistic Director, Dance, the Assistant plays a key role in providing administrative support and facilitating the smooth running of the Dance department.

- Oversees facility management at Quebec and East 7<sup>th</sup> Ave location.
- Acts as point of contact for dancers and parents.
- Assists costume coordinator with wardrobe/costume related tasks including but not limited to: costume room organization, distribution of uniforms/costumes, and costume laundry and light maintenance
- Other duties will be added as needed and as guided by the successful candidate's interest

### About you

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

- Exceptional communication skills, both written and oral.
- Proven ability to operate well in both a collaborative, high energy, dynamic work environment, as well as a quiet environment requiring a self-starting, accountable attitude.
- Interest in costuming and production.
- Post-secondary degree/diploma and 1+ years of experience in either an administrative role(s) or the performing arts (your dance background counts towards this!).

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

### How to apply

If you would like to make a difference in the lives of kids & teens in Metro Vancouver, please forward your resume and cover letter in one document to [job@artsumbrella.com](mailto:job@artsumbrella.com) no later than **9 AM Monday, December 17<sup>th</sup>** indicating **Assistant, Dance Operations** in the subject line. We will review resumes as they arrive and schedule interviews when appropriate.



**ARTS UMBRELLA**

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