



ARTS UMBRELLA

INTERN, PROGRAM OPERATIONS

One-Year Contract: April 1, 2019 to March 31, 2020

Full-Time (35 hours weekly): position available subject to funding by Young Canada Works

About Arts Umbrella

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 40th 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 Manager of Program Operations, the Intern position supports Arts Umbrella Program Operations by providing assistance in day-to-day operational and administrative tasks related to courses, seasonal day camps, and programming events.

About you

In compliance with the eligibility requirements as stipulated by the Young Canada Works funding, candidates must meet the following criteria:

- A Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent status are not eligible)
- Legally entitled to work in Canada
- Will be between 16 and 30 years of age at the start of employment
- Willing to commit to the full duration of the work assignment
- Will not have another full-time job (over 30 hours a week) while employed with the program
- You are an unemployed or underemployed college or university graduate, that is, not employed full-time
- You are a recent graduate who has graduated from college or university within the last 24 months at the start of employment
- You are not receiving Employment Insurance (EI) benefits while employed with the program
- You have not previously participated in or been paid under this or any other Career Focus internship program funded under the Government of Canada's Youth Employment Strategy
- Valid Occupational First Aid Level 1 and Emergency Childcare First Aid are assets

Arts Umbrella Granville Island: 1286 Cartwright Street, Vancouver, BC, Canada V6H 3R8

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INSPIRING CREATIVITY. FOR GOOD.



ARTS UMBRELLA

The ideal candidate will have the following competencies:

- Builds positive relationships and has excellent interpersonal skills
- Strong multi-tasking skills; able to prioritize and manage competing priorities

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 no later than **9 AM Friday, March 8th** indicating **Intern, Program Operations** 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.