



### **Coordinator, Programming** (South Surrey)

Full-Time, Tuesday through Saturday

One year contract

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 Director, Community Programs, the Coordinator, Programming plays a key role in supporting the delivery of all classes and programs delivered at Arts Umbrella's South Surrey facility. Key responsibilities include scheduling and staffing of classes, instructional payroll, management of student services personnel, responding to general inquiries both in person, over the phone, and via email, oversight of online registration system and general management of the facility. The Coordinator provides ongoing support to instructional staff while maintaining strong relationships with internal and external stakeholders.

### **Here is what you bring**

An ideal candidate for this position would have post-secondary degree/diploma, three to five years of work experience ideally with some supervisory experience in an institutional setting or an equivalent combination of education and experience. This position requires strong multi-tasking skills and capacity to prioritize and manage competing priorities. Intermediate knowledge of Microsoft Office Applications and computer skills, and experience with ActiveNet or other database software is an asset.

### **How to apply**

If you have what it takes and are looking for a great opportunity to work within a forward-thinking organization, send your resume and cover letter to [job@artsumbrella.com](mailto:job@artsumbrella.com) no later than **5:00PM Monday, June 3, 2019**, indicating **Coordinator, 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. **No phone calls please.**

**Arts Umbrella South Surrey:** The Shops at Morgan Crossing, N116 - 15850 26 Ave., South Surrey, BC, Canada V3S 2N6

**Arts Umbrella Surrey Centre:** Park Place Central Surrey, 102 - 13678 100 Ave., Surrey, BC, Canada V3T 1H9

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