



ARTS UMBRELLA

MANAGER, PROGRAMMING OPERATIONS

Permanent Full Time (35 hours per week)

Work Week:

- **Sunday to Thursday: September - June**
- **Monday to Friday: Winter & Spring breaks, July - August**

Arts Umbrella is where young artists ages 2-22 cultivate their creativity in Dance, Theatre, and Art & Design. 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—qualities they carry with them for life. Arts Umbrella has four locations in Vancouver and Surrey, as well as donor-funded community programs at schools, community centres, neighbourhood houses, and healthcare facilities across Metro Vancouver. We reach close to 24,000 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 2020. This exceptional opportunity will allow Arts Umbrella to further our vision for a better world where all young people 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 Sr. Director, Programming, the Manager, Programming Operations is responsible for the management of programs in Visual Arts, Media Arts, and Theatre and Music at our core facility on Granville Island. This role provides day-to-day leadership and supervision to one administrative position in Programming, as well as a large team of part time Instructional staff.

This position is responsible for, but not limited to, providing expertise in the following areas:

- Closely collaborating with Artistic Directors to support their program plans, implementing their programs' growth, changes, and needs.
- Daily and long-term management, maintenance, planning, and communication of programs, policies, and procedures with instructional and admin staff.
- Development, supervision, and organization of short-term and special projects (community events, fee-for-service, etc.) meeting budgets and deadlines.
- Management of instructional staff on Granville Island, including hiring and orienting.
- Programming year scheduling, development, and implementation.
- Weekly, sessional, and annual monitoring of enrollment statistics with applicable recommendations.
- Annual budget preparation for general programs.
- Oversight of payroll review, instructional staff compensation, and wage assignment.
- Collaboration with Marketing to produce and edit an annual Program Guide as well as other Programming materials.
- Some Facilities duties including , approving invoices and assisting in the planning of building maintenance.



ARTS UMBRELLA

- Acts as Assistant Crisis Manager on the Crisis Management Team.
- Participates in Continuous Learning Committee, staff event planning, and other committees, as needed.
- Responds to parent questions/concerns as required.

About you

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

- A college or university degree, with 3 to 5 years of supervisory or management experience working in a non-profit institutional or educational setting.
- Experience supervising staff, understanding of Human Resource management, familiarity with best practices in teaching pedagogy and registration, and a passion for and ability to work with children and youth.
- Highly skilled in interacting with diverse groups of people and operate well in a collaborative work environment.
- Advanced computer background and knowledge, detail-oriented and extremely organized, and ability to influence various stakeholder groups and achieve project timelines.
- Knowledge of the ActiveNet registration system is an asset.

Team fit is very important in this close-knit organization, so we are looking for someone who builds strong relations, and is passionate and driven. We take pride in the diverse mix of personalities that makes Arts Umbrella the quality organization it is today. As a caring organization, we make it a priority to foster a positive work environment by recognizing the efforts of our staff, and promoting a balanced work/family life.

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 no later than **9:00 am, Monday, November 18, 2019**, indicating **Manager, Programming Operations** in the subject line. **Please let us know where you saw our posting.** 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.**