



ARTS UMBRELLA

TEMPORARY PROGRAMMING ASSISTANT

August 1, 2020 – November 30, 2020

Full Time (35 hours per week)

Monday – Friday

About Arts Umbrella

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 childrens' 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 programs at schools, community centres, neighbourhood houses, and healthcare facilities across Metro Vancouver. We reach close to 24,000 young people every year, with nearly 81% participating at little to no cost.

Now celebrating 40 years, Arts Umbrella will be moving into the former South Building of 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 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 Summer Programming Assistant is a dynamic, highly motivated individual. Responsibilities include:

- Assist with day-to-day programming department needs.
- Assist with coordination of Summer Session:
 - Assist with enrollment and day-to-day operations, including student and faculty support.
 - Standards management.
 - Liaise with parents.
 - Collect and process feedback.
- Help prepare for the Fall 2020 Session:
 - Registration.
 - Liaise with parents, faculty and students.
 - Assist with move into new facility on Granville Island.
- Additional support in key areas for successful program delivery such as communications & marketing will include:
 - Social media assistance: content curation, post scheduling, , channel monitoring.



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- Digital file organization: photo and video archiving.
- Other administrative duties as needed.

About you

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

- High school diploma.
- Currently enrolled at a post-secondary institution.
- Excellent interpersonal, oral and written communication skills with the ability to network effectively.
- A multi-tasker and problem-solver with the ability to prioritize assignments in a fast-paced environment.
- Superior organizational skills (focused, thorough, detail oriented) and project management experience.
- Experience with event planning and volunteer management.
- A passion for youth and education and a desire to work for a growing and dynamic arts organization.

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 **July 19, 2020** indicating **Summer Programming Assistant** 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.