



ARTS UMBRELLA

COORDINATOR, PROGRAMMING (SOUTH SURREY)

Part-Time (28 hours/week)

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 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 Director, Community Programs, the Coordinator, Programming plays a key role in providing support to the Artistic Directors with schedule creation, instructional payroll, and provides ongoing support to instructional staff while maintaining strong relationships with internal and external stakeholders. The Coordinator responds to general inquiries both in person, over the phone, and via email while providing a public face for the organization to all visitors. The Coordinator ensures the smooth running of Arts Umbrella's South Surrey facility.

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.

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 balance between work and personal life. Arts Umbrella values diversity and inclusion and is committed to building a team that represents a variety of backgrounds, perspectives, and skills. We strongly encourage applications from people of all backgrounds.

How to apply

Send your resume and cover letter to shdhart@artsumbrella.com **no later than 9:00AM Monday, November 9, 2020** and indicating **COORDINATOR, PROGRAMMING (SURREY)** 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.**