



COORDINATOR, COMMUNITY PROGRAMS: SURREY

Location: Central Surrey

Permanent: 28 hours, 4 days/week

About Arts Umbrella

Arts Umbrella is where young artists ages 2–22 cultivate their passion and creativity in the visual and performing arts. As a non-profit organization entirely dedicated to arts education for young people, we believe that art is powerful. When young people engage in the arts, they gain self-confidence, develop compassion, and discover creative expression—immeasurable life-long skills.

A professional faculty delivers a wide range of instruction at every level, including advanced opportunity for young people who want to push, inquire and develop a more in-depth practice, including post-secondary scholarship programs across the spectrum of creative fields. With four locations in Vancouver and Surrey, Arts Umbrella delivers tuition-based programs as well as donor-funded programs that bring the Arts Umbrella experience to children and communities in Metro Vancouver who would benefit from them most. Each year, Arts Umbrella serves more than 20,000 young people, with nearly 80% through donor-funded programs, bursaries, and scholarship. In April 2021, Arts Umbrella opened the doors of its new, 50,000 net-square-foot facility on Granville Island. This state-of-the-art building includes six spacious dance studios; four theatre, music and film studios with specialized technical equipment; 10 art and design studios, including a media labs, ceramics studio, and a photography darkroom; a 132-seat theatre; a public exhibition space; and a dedicated workshop area for woodworking, stagecraft building and general fabrication. With this exceptional opportunity, Arts Umbrella is poised to further our vision for a better world where the next generations are inspired to seek wonder through the arts. 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 ("AU") is an organization full of heart, where self-expression and creativity are valued and nurtured.

Diversity & Inclusion

Arts Umbrella is dedicated to promoting diversity and inclusion. Our commitment is reflected in our programming, the audience we engage with, the students we serve as well as the staff we employ. Diversity and inclusion in our organization means fostering a workplace in which individual differences are recognized, appreciated, and respected. We actively seek applications from Indigenous peoples, visible minorities, persons with disabilities, people of all sexual orientations and genders, and others with knowledge in diversity and inclusion to help us strengthen our commitment.

The opportunity

Reporting to the Director, Community Programs the Coordinator, Community Programs Surrey is responsible for the successful planning and implementation of all Surrey-based community initiatives, which include all donor-funded programs and participation in community events (e.g. Surrey International Children's Festival). In addition, this position will support the delivery of summer camp programs at Arts Umbrella's South Surrey facility. The Coordinator ensures the Arts Umbrella Surrey Centre facility is running smoothly.

- Schedules and staffs Surrey Community programs and events and provides direction and support to and maintains strong relationship with instructors in order to achieve program goals and objectives
- Oversees day to day operations for Surrey-based Community Programs
- Establishes and maintains long-lasting relationships with external partners (schools, community centers, daycares, etc.)
- Provides support to instructional staff regarding classroom management and challenging behaviors.



- Develops proficiency in Activenet for clients, instructors, and administration.
- Provides first aid to staff and students and is a member of Arts Umbrella's Crisis Management Team
- Liaises with Fund Development team to ensure requirements of stakeholders are met
- Supervises driver for Artful Afternoons program and helps to maintain the Arts Umbrella vehicle.
- Oversees management of Surrey Centre facility, which includes liaising with Park Place management.
- Supports delivery of Summer Camp programs at South Surrey facility.
- Performs related duties in keeping with the purpose and accountabilities of the job and Department needs

Here is what you bring:

- Post-secondary degree/diploma in Arts Administration or Recreation Management and 2 -3 years of experience in an administrative role or an equivalent combination of education and experience
- The ability to work in a fast-paced environment with ever-shifting priorities
- Great communication skills, both written and oral
- Proven ability to operate well in a collaborative, high energy, vibrant work environment
- Detail-oriented and extremely organized, as well as being a self-starter, creative thinker, and confident professional
- Good solid understanding of the Microsoft Office Suite, Filemaker, Activenet and/or other databases would be an asset
- Experience working in the non-profit sector would be an asset
- Experience working with children and/or youth in a social recreational program setting, with experience in managing behaviors
- Valid driver's license required
- Valid Standard First Aid and CPR certification

How to apply

If this sounds like you, please forward your cover letter and resume to careers@artsumbrella.com indicating **Coordinator, Community Programs: 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.**