



Manager, Program Operations, Surrey

Location: South Surrey (periodically Surrey Centre)

Permanent Full Time: 35 hours per week (Tuesday-Saturday)

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.



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The Opportunity

Reporting to the Sr. Director, Programming this position is responsible for overseeing the program and general operations of Arts Umbrella's two Surrey facilities.

Key Accountabilities:

- Develops program schedule in consultation with artistic directors
- Develops and manages Surrey budget
- Oversees faculty placements and hiring with input from artistic directors
- Manages faculty with the support of artistic directors (e.g. provides support to instructors regarding classroom management and challenging student behaviours)
- Manages Supply Technician, Surrey position
- Manages Surrey student services staff in partnership with Director, Student Services and Enrollment
- Ensures a high standard of customer service is provided at both Surrey facilities
- Administers payroll for Surrey-based administrative and instructional staff
- Serves as main point of contact for South Surrey and Surrey Centre facility property management companies
- Oversees general facility operations (e.g. security, cleaning services, repairs and maintenance, etc.) in partnership with Facilities Manager
- Develops proficiency in Activenet (online registration system)
- Participates as an active member of Arts Umbrella's Health and Safety Committee
- Performs related duties in keeping with the purpose and accountabilities of the job and organization needs

Here is what you bring

An ideal candidate for this position would have post-secondary degree/diploma in Arts Administration or Recreation Management and a minimum of four years of progressive work experience, including management experience in an institutional setting, or an equivalent combination of education and experience. This position requires a confident professional with a strong ability to manage competing priorities.

- Great communication skills, both written and oral
- A passion for working with children and youth
- Proven ability to operate well in a collaborative, high energy, vibrant work environment
- Strategic, creative thinker who is also detail-oriented and extremely organized
- Proficiency in Microsoft Office Suite
- Filemaker, Activenet and/or other database knowledge would be an asset
- Experience working in the non-profit sector would be an asset



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- Experience working with children and/or youth is required, with experience in managing behaviours an asset
- 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 job@artsumbrella.com indicating **Manager, Program Operations, 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.**