



Coordinator, Dance

Employment Type: Full time position, 5 days per week, 35 hours per week

Location: Granville Island

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 children and youth, we believe that art is powerful. A professional faculty delivers a wide range of instruction at every level, including post-secondary scholarship programs across the spectrum of creative fields. With locations in Vancouver and Surrey, Arts Umbrella delivers tuition-based programs as well as donor-funded community-based programs. Each year, Arts Umbrella serves more than 20,000 young people, with nearly 80% through community-based arts education programs, bursaries, and scholarships.

Recently Arts Umbrella opened the doors of its new, 50,000 net-square-foot facility on Granville Island. 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.

The Opportunity

Reporting to Operations Manager, Dance the Coordinator, Dance is responsible for supporting the strategic and day-to-day activities of the dance program and the Arts Umbrella Dance Company.

In this role you will

- Provide daily communication and coordination of programs and people, including parents & students at the direction of the Manager and Artistic Director.
- Support the Admissions Specialist, Dance in providing information about Arts Umbrella Dance auditions, yearlong programs and summer intensives to new and returning families.
- Execute specific projects meeting budgets and deadlines following project timelines established by the Manager and influencing stakeholders to ensure deadlines are met.
- Act as front of house coordinator for all AU Dance performances.
- Prepare and schedule posts for AU Dance social media platforms based on objectives set by Artistic Director, Dance
- Monitor and engage with AU Dance social media comments, mentions and direct messages including current students and families, alumni and prospective students.
- Perform related duties in keeping with the purpose and accountabilities of the job.



Here is what you bring

The competencies for this position would typically be acquired through completion of a post secondary degree/diploma, two to three years of work experience and some working knowledge of the discipline or an equivalent combination of education and experience.

- Strong written and oral communication skills.
- Ability to prioritize and work effectively under pressure to meet deadlines.
- Proven experience with MS Office products (Word, Excel, Outlook)
- Proven ability to be flexible, confident and self-motivated.
- Ability to deal with a diversity of people in a calm, courteous, and effective manner.
- Proven ability to work in a team and collaborate with others.
- Solid understanding of the discipline of dance

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.

How to apply

Send your resume and cover letter to job@artsumbrella.com, indicating **Coordinator, Dance** in the subject line. We strongly encourage applicants to apply as soon as possible, as we will review resumes and schedule interviews as they arrive. This position will remain open until filled.

Arts Umbrella thanks all applicants for their interest and advises that only those selected for an interview will be contacted. ***No phone calls please.***