



Supply Technician, South Surrey

Employment Type: Part Time position (up to 12 hours per week)

Location: South Surrey

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

Arts Umbrella is looking for a personable and customer service-minded individual as the Supply Technician for our Surrey locations. Reporting to the Artistic Director, Art & Design, this position provides support to Arts Umbrella instructors and assistants by organizing and maintaining supplies for programs prior to and after classroom use. They prepare and coordinate the materials for Surrey Outreach programs as well as delivering to various Outreach locations. The Supply Technician is also responsible for regularly displaying artwork on location in a thoughtful manner.

The ideal candidate is a self-starter, creative thinker, and confident professional. They must have excellent interpersonal skills and the ability to build and maintain positive relationships. Skilled in interacting with diverse groups of people and operate well in a collaborative work environment while remaining upbeat and courteous. We are looking for someone with solid experience in Microsoft Office, which is detail oriented, extremely organized, and knowledgeable in visual arts practices. A post-secondary degree or diploma plus one to two years of work experience or an equivalent combination of education, training, and experience is preferred.

In this role you will

- Maintains adequate inventory of supplies to meet the needs of Arts Umbrella programs and classes
- Develops systems and processes to ensure supplies are maintained and adequately stored after use
- Displays artwork on a regular basis and curates and displays annual, year-end Expressions exhibition
- Assists with the coordination, preparation and delivery of materials for Community Programs
- Oversees Surrey Supply Technician Assistant
- Approve and store donations of art supplies
- Performs related duties in keeping with the purpose and accountabilities of the job



Here is what you bring

Candidates have an understanding of Arts Umbrella's vision and mission, and demonstrate the Standards for Instruction in their current practice. Additionally, candidates will have the ability to work in a fast-paced environment with ever-shifting priorities and the following must have qualifications:

- Solid knowledge of arts supplies
- Solid ability to plan and maintain a supply inventory
- Solid interpersonal skills
- Solid ability to relate to children
- Able to troubleshoot
- Well organized
- Efficient
- Logical
- Good planner
- Has a valid driver's license

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 Supply Technician, Surrey 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.***