



COORDINATOR, PROGRAMMING: SURREY (1 Year Contract)

Employment Type: 1-year full-time contract position (5 days per week, 35 hours per week – Wednesday-Sunday September-June, Monday-Friday during Spring Break, July, and August)

Location: South Surrey (Periodically Surrey Centre)

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 the Senior Director, Programming the Coordinator, Programming Surrey is responsible for overseeing both the tuition-based programs at, and general operations of, Arts Umbrella's two Surrey facilities. In addition, this role provides some administrative support to the Senior Director, Programming.

In this role you will:

- Support the development of program schedules in consultation with artistic directors
- Prepare Surrey budget templates in consultation with artistic directors and Finance
- Work alongside artistic directors to place and hire Surrey faculty
- Prepare and maintain accurate programming schedules
- Schedule Surrey student services staff, ensuring appropriate training, in partnership with the Manager, Student Services
- Ensure a high standard of customer service is provided at both Surrey facilities
- Administer timesheets for Surrey-based administrative and instructional staff
- Serve as a point of contact for South Surrey and Surrey Centre facility property management companies
- Coordinate general facility operations (e.g. security, cleaning services, repairs and maintenance, etc.) in partnership with the COO
- Submit Surrey-related invoices to Finance for payment
- Make bank deposits of cash tuition as required, processing paperwork for Finance
- Develop an advanced proficiency in Activenet (online registration system)
- Complete additional administrative tasks and projects in support of the Senior Director, Programming as required
- Participate as an active member of Arts Umbrella's Health and Safety Committee
- Perform related duties in keeping with the purpose and accountabilities of the job and the organization needs



Here is what you bring

An ideal candidate for this position would have a post-secondary degree/diploma in Arts Administration or Recreation Management and a minimum of two years of progressive work experience, including 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
- Experience working with children and/or youth required, with experience in managing behaviors an asset
- Valid driver's license required
- Valid Standard First Aid and CPR certification

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 **Programming Coordinator, 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.***