



## **Admin Assistant, Art & Design**

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

**Schedule:** Wednesday – Sunday

**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 the Manager, Art & Design, the Admin Assistant, Art & Design plays a key role in supporting the programming and administrative functions of the Art & Design Department.

### **In this role you will**

- Assist the general administrative functions of the Art & Design department including but not limited to:
  - Detailed record keeping and timesheet processing for hourly instructional staff,
  - Tracking instructional staff attendance and substitutions
  - Preparing and outputting bi-weekly timesheets and recording and verifying instructional hours and lesson plans.
- Provide consistent communication to instructional staff on routine items including but not limited to:
  - substitutions, timesheets, class scheduling, internal notices, and staff events
- Respond to related e-mails, in-person, or telephone inquiries
- Provide emergency back-up assistance in the classroom, as necessary
- Assist with scheduling, database entry, and proofing, ensuring accurate scheduling records or injuries as soon as possible and take appropriate actions
- Work as a part of the team in implementing Arts Umbrella's unique and creative vision and communicate this to students and parents
- Report any unsafe conditions, practices Performs related duties in keeping with the purpose and accountabilities of the job
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### Here is what you bring

The competencies for this position would typically be acquired through a Bachelor's degree in Fine Arts or related discipline (experience with educational curriculum and children is preferred).

- 2+ years of experience with administration
- Proven experience with MS Office products (Word, Excel, Outlook)
- Excellent communication skills, both written and oral
- Demonstrate ability to be organized, self-motivated, assertive, and capable of working with minimal supervision with a high degree of attention to detail
- Proven ability to operate well in a collaborative, high energy, dynamic work environment
- Strong multi-tasking skills and ability to prioritize
- Ability to deal with a diversity of people in a calm, courteous, and effective manner
- Knowledge in Filemaker, and/or other database would be an asset
- Previous Experience working with children and/or youth is an asset

The ideal candidate would also have a proven ability to inspire creativity in children and youth. Candidates should also have an understanding of Arts Umbrella's vision and mission, and demonstrate the Standards for Instruction in their current practice.

### 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](mailto:job@artsumbrella.com), indicating **Admin Assistant, Art & Design** 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.*