



Coordinator, Dance

Employment type: Full-time, 5 days per week (Tuesday – Saturday), 35 hours per week

Location: Granville Island

Salary: \$38,000- \$43,000

About Arts Umbrella

Arts Umbrella is where young artists ages 2–22 cultivate their creativity in Art, Design, Dance, Theatre, Music, and Film. As a non-profit organization for arts education, we believe that art is powerful. Powerful enough to change a child's life in incredible ways. When young people connect with the arts, they gain self-confidence, develop self-discipline, and discover creative expression—qualities they carry with them for life. Arts Umbrella has three locations in Vancouver and Surrey, as well as donor-funded programs at schools, community centres, neighbourhood houses, and healthcare facilities across Metro Vancouver. We serve nearly 20,000 young people every year, with 77% participating in donor-funded programs.

In April 2021, Arts Umbrella moved into a new home on Granville Island. This transformational opportunity allows us to further our vision for a better world where all young lives are inspired to pursue a lifelong journey towards self-expression, compassion, and humanity. It is our mission to be a 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 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 about Arts Umbrella programming to parents and students via email, telephone, in-person and social media.
- Responsible for the coordination of various projects within the department including; Cecchetti workshops, awards, exams and year-end recital.
- Act as the front of house coordinator for all AU Dance performances including ongoing box office support.
- Build all AU Dance performance and fundraising events using our ticket software system, monitoring the data, and pulling ticket sales reports.
- Book local schools for Arts Umbrella School Shows and communicate with them to ensure smooth attendance of productions.
- Manage AU Dance social media platforms based on objectives set by the Artistic Director.
- Coordinate dance instructor and teaching assistant substitutions for the dance department.
- Record and track all student absences in the dance department and take appropriate follow up action.



- Take minutes during all faculty meetings and distribute notes accordingly.
- Maintain organization of the dance storage room and equipment.
- Perform related duties and provide support to the Dance department as assigned by Manager, Dance Operations or Artistic Director.

Here is what you bring

- Completion of a post-secondary degree/diploma.
- 1-2 years of relatable experience.
- Strong written and oral communication skills.
- Ability to prioritize, think ahead, and work effectively under pressure to meet deadlines in a fast-paced environment.
- Proven experience with MS Office products (Word, Excel, Outlook), Adobe Creative Suite (Photoshop, InDesign, Premiere Pro) and Google Suite (Google Docs, Sheets, Forms).
- Proven ability to work in a team.
- General knowledge of social media (Instagram, Facebook) best practices.
- An understanding of the discipline of dance would be considered an asset.

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.*