

---

**Position Vacancy: Arts Programmer**

---

*Great City, Great Work, Great Future!*

DEPARTMENT:	<b>Office of the CAO</b>	STATUS:	<b>Full Time</b>
NO. OF POSITIONS:	<b>One</b>	UNION:	<b>CUPE, Local 387</b>
HOURS OF WORK:	<b>35 hours per week*</b>	SALARY:	<b>\$50,660 - \$59,626 annually</b>

The City of New Westminster is seeking a dynamic individual to assume the role of Arts Programmer. The successful incumbent will work from the Anvil Centre, the showpiece civic facility located in the heart of downtown New Westminster. New Westminster's Arts Programmer supports the planning, development, scheduling, coordination and implementation of Arts programs in the Anvil studio spaces, New Media Gallery and community venues in the City.

Reporting to the Arts Coordinator, the Arts Programmer works within a community engagement framework to facilitate or develop arts programs, initiatives, workshops and events with arts organizations, not-for-profits, businesses and artists on behalf of the City of New Westminster. The work involves supervising program staff and volunteers; establishing and maintaining liaison with a variety of internal and external contacts; promoting and publicizing interest and participation in program activities; and assisting in the preparation and monitoring of program budgets.

**REQUIREMENTS:**

- Graduation from a recognized post-secondary institution in a specialized discipline relevant to the arts, plus sound related arts programming experience and sound supervisory experience. An equivalent combination of education and experience acceptable to the employer may be considered.
- The successful candidate must be legally entitled to work in Canada.
- The successful candidate must be able to pass and maintain a clear Police Information Check (PIC).
- Considerable knowledge of the principles, practices and objectives of programming arts community spaces.
- Sound knowledge of non-formal teaching methods and group leadership techniques.
- Experience in recruiting, orientating, supervising and evaluating the work of subordinate staff and training volunteers.
- Knowledge and understanding of school curriculums.
- Working knowledge of computer applications such as Microsoft Office Suite 2010 (Outlook, Word, Excel and Powerpoint), CLASS applications and POS systems.
- Ability to facilitate arts programs, workshops and outreach events within a community engagement environment.
- Ability plan, develop, schedule, promote, coordinate, implement and evaluate arts programs for all ages and levels of experience.
- Ability to present ideas and viewpoints effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with a variety of external and internal contacts and to promote public interest and participation in programs.
- Ability to prepare and monitor program budgets.
- Ability to collaborate with other staff members in planning, organizing and coordinating community wide events and programs.
- Ability to prepare and maintain records, reports and correspondence related to the work.
- Ability to work non-standard hours as operationally required.
- Valid BC Drivers' License and use of personal vehicle at work.

***\*The successful candidate will be required to work Tuesday to Saturday, 10:00am – 6:00pm.***

Apply by sending your resume quoting **competition #16-10, by February 5<sup>th</sup>, 2016** to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, Fax: (604)527-4619 or e-mail to [hr@newwestcity.ca](mailto:hr@newwestcity.ca).

*We thank all applicants in advance; however, only those selected for an interview will be contacted.*

*The City of New Westminster is committed to employment equity.*

*We welcome diversity and encourage applications from all qualified individuals.*