



# NEW WESTMINSTER

*Great City, Great Work, Great Future!*

## Position Vacancy: Arts Programmer

<b>DEPARTMENT:</b>	<b>Office of the CAO</b>	<b>STATUS:</b>	<b>Full Time</b>
<b>NO. OF POSITIONS:</b>	<b>One</b>	<b>UNION:</b>	<b>CUPE, Local 387</b>
<b>HOURS OF WORK:</b>	<b>35 hours per week*</b>	<b>SALARY:</b>	<b>\$53,257 – \$62,684 annually</b>

The City of New Westminster has an amazing opportunity for an Arts Programmer, located at Anvil Centre, the showpiece civic facility located in the heart of downtown New Westminster. You will support the planning, development, coordination and implementation of arts programs at Anvil Centre and at community venues and events in the City.

Reporting to the Arts Coordinator, you will work within a community engagement framework to facilitate or develop arts programs, initiatives, workshops and events with arts organizations, not-for-profits, businesses, and artists. You will supervise program staff and volunteers; establish and maintain liaison with a variety of internal and external contacts; promote and publicize interest and participation in program activities; and assist in the preparation and monitoring of program budgets.

### Our ideal candidate has:

- Graduation from a recognized post-secondary institution in a specialized discipline relevant to the arts
- Sound related arts programming and supervisory experience – an equivalent combination of education and experience acceptable to the employer may be considered
- Expertise in best practices for programming arts community spaces
- Thorough knowledge of non-formal teaching methods and group leadership techniques
- Proven experience in recruiting, orientating, supervising staff and training volunteers
- An insight of school curriculums
- A track record of facilitating arts programs, workshops and outreach events within a community engagement environment
- An innovative approach to quality arts programming from development to evaluation for all ages and levels of experience
- A talent for communicating effectively both orally and in writing
- A demonstrated ability to build positive relationships within and outside the organization and promote public interest and participation in programs
- A knack for numbers to prepare and monitor program budgets
- A natural ability to collaborate with other staff members in planning, organizing and coordinating community-wide events and programs
- A skill to prepare and maintain records, reports and correspondence related to the work
- Experience in membership management software (e.g., Perfect Mind)
- Intermediate skills in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)
- Intermediate skills in Adobe Creative Suite (Photoshop, Illustrator)
- The ability to work non-standard hours as operationally required
- The ability to pass and maintain a clear Police Information Check (PIC)
- A valid BC Drivers' License

**\* This position participates in a Compressed Work Week Program.  
The successful candidate will be required to work Tuesday to Saturday, 8:30am – 5:00pm.**

Apply by sending your cover letter and resume quoting **competition #18-07, by January 19, 2018** 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).

*The City of New Westminster welcomes diversity and encourages applications from all qualified individuals.  
We thank all applicants for their interest and advise that only those selected for an interview will be contacted.  
This position is only open to those legally entitled to work in Canada.*