

## Position Vacancy: Manager, Community Arts and Theatre

<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>Exempt</b>
<b>HOURS OF WORK:</b>	<b>37.5 hours per week*</b>	<b>SALARY:</b>	<b>\$97,735 – \$107,754 annually</b>

The City of New Westminster has an amazing opportunity for a Manager, Community Arts and Theatre. You will plan, develop, manage, and oversee the coordination of community arts, theatre facilities, and arts programs and services to increase awareness of the benefits of the arts, improve accessibility, and foster relationships to support and grow the arts by implementing the Arts Strategy aligned to the goals of the Official Community Plan.

Reporting to the Chief Administrative Officer, you will manage reporting employees; provide direction and leadership to contractors, volunteers in the provision of arts, culture, and theatre services; provide specialized cultural and supervisory work for the municipal theatre portfolio; establish and maintain effective working relationships with a variety of stakeholders in order to build partnerships and promote public engagement; oversee the Public Art Program and the municipal arts and culture grants program; act as the staff liaison to the Municipal Arts Commission and oversee the administration of the municipal Poet Laureate program; raise the profile of the arts in the community; prepare provisional and annual operating and capital budgets, and implement, monitor and control expenditures to ensure adherence to the budget.

### Our ideal candidate has:

- A University degree in Fine Arts, Cultural Planning or Fine Arts Administration plus sound related experience in theatre or arts administration with progressively responsible experience in a management capacity. An equivalent combination of education and experience acceptable to the employer may be considered.
- Expertise in best practices for cultural planning, performing arts, event management, theatre or gallery management, project management, and communications.
- Considerable knowledge of the principles, practices of planning and coordinating the governance models, activities, programs, and operations of theatres.
- An innovative approach to theatre operations and practices such as soliciting sponsorships, fundraising, promotion and marketing.
- Proven experience in contract development, lease and management agreements, tendering processes, requests for proposals and financial systems including budgetary processes and invoicing systems.
- A talent for communicating effectively both orally and in writing.
- A demonstrated ability to establish and maintain courteous and diplomatic working relationships with other employees, the public and municipal advisory board members.
- A skill to prepare and maintain records, reports and correspondence related to the work.
- Ability to facilitate community engagement initiatives as well as present to Council, committees, and large groups of people at public meetings.
- 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 satisfactory Police Information Check (PIC).

*\* This position participates in a Compressed Work Week Program.*

Apply by sending your cover letter and resume quoting **competition #19-60, by May 27, 2019** 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.*