

Public Programs Coordinator



Applications due: Tuesday May 14, 2019, 5:00pm

Length of employment: 13 weeks full time
Hours: 35-40 hours per week (periodic evening and weekend work required)
Remuneration: \$17.50
Start Date: Monday, June 3, 2019 (FIRM)
End Date: Friday, August 30, 2019

Organization Description:

The Evergreen Cultural Centre, a registered charitable organization and not-for-profit society, opened its doors in October 1996 in the new Town Centre in Coquitlam, British Columbia. A shared vision of the City of Coquitlam, the Tri-City arts community, private business and senior government, it is a facility and organization committed to providing excellence in arts and culture. The Centre houses a 257-seat, flexible black box theatre and a 1500 square foot public art gallery. The Rehearsal Studio and several art or meeting studios provide an additional 5000 square feet of space for Evergreen's classes, workshops and rentals while the spacious glassed-in Lobby offers a spectacular view of Lafarge Lake. The Evergreen Cultural Centre presents a variety of arts programs including professional theatre, dance and music presentations, art exhibitions, arts education programs, and public programs for both children and adults, including arts camps.

Website: evergreenculturalcentre.ca

Job description:

The Evergreen Cultural Centre (ECC) seeks an imaginative, resourceful and enthusiastic Public Programs Coordinator to participate in the development and delivery of the ECC's public arts programs for summer 2019. Under the direction of the Visual Arts Manager and Education Coordinator, the Public Programs Coordinator's primary responsibilities include supporting the ECC's performing and visual arts camps, organizing and facilitating the ECC's participation in community events such as Canada Day and Kaleidoscope Arts Festival and supporting exhibition-related public programs.

Responsibilities:

Community Events - Canada Day, Neighborhood Nights and Kaleidoscope arts festival

- Participate on relevant internal and external planning committees.
- Liaise with participating community groups.
- Assist with coordination and management of volunteers.
- Lead event evaluation with participants, volunteers and ECC staff.
- Coordinate necessary supplies and materials.

Summer Camps

- Administration and coordination of the ECC's Summer Art Camps and will be a key contact for volunteers throughout these activities
- Develop and lead creative, age-appropriate activities and provide direct supervision of summer camp participants during lunchtime break and for after camp care.

- Maintain public program facilities, materials and equipment for the duration of summer camps.
- Assist Education Coordinators and instructors with the preparation of special camp events.
- Assist staff and instructors with overall camp logistics, programming and documentation.

Public Programs – Art Gallery at Evergreen

- Assist with delivery of exhibition related public programs for our Summer 2019 exhibition
- Assist with program research for the Art Gallery at Evergreen’s education and public programs.
- Participate in the development of public programs for fall 2019 exhibition.
- Undertake general administrative activities including data entry; monitoring office and telephones; upkeep of files and other relevant activities.

Qualifications:

The candidate will be a dynamic, creative, and resourceful individual with a demonstrated interest in public engagement and educational program planning and delivery in the arts.

- Demonstrated **knowledge of contemporary Canadian artistic practices.**
- Interest and engagement with the local arts community.
- **Interest in public engagement and educational program planning and delivery in art gallery or museum settings.**
- Exceptional written and verbal communication skills.
- Demonstrated interest in public engagement and educational program planning and delivery.
- **Experience with child care.**
- Comfort working with children and youth in large group settings and one-on-one.
- The demonstrated **ability to work with audiences and participants of all ages and backgrounds.**
- Exemplary organization skills.
- A valid criminal record check (or the availability to obtain one)
- **Experience in education or in a camp environment.**
- Experience working with children with special needs and diverse learning styles is an asset.
- First aid training is an asset.

Apply:

This position is funded by the Government of Canada through the *Canada Summer Jobs* program (<http://www.servicecanada.gc.ca/>). All applicants must meet the following criteria:

- **Must be available for the full work term,**
- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Please send your **resume, including cover letter** and any other special instructions listed above to the contact name below by the date specified.

Contact: Katherine Dennis, Visual Arts Manager
Email: katherine@evergreenculturalcentre.ca
Address: Evergreen Cultural Centre, 1205 Pinetree Way, Coquitlam, BC V3B 7Y3
Deadline to apply: Tuesday, May 14, 5:00pm

Only those applicants selected for interviews will be contacted. Please note, interviews will be conducted on Thursday, May 16 and Friday, May 17. No telephone calls please.