

JOB POSTING – Arts Education Coordinator



Employment Status:	Full-time, permanent
Hours:	35 hours per week
Compensation:	\$58,000 per year plus Municipal Pension Plan, extended health benefits, paid vacation, and sick time

Organization Description:

Situated on the shores of Lafarge Lake in Town Centre Park, Evergreen Cultural Centre (ECC) exists on the unceded, traditional and ancestral core territory of the kwikwəłəm (Kwikwetlem) First Nations, which lie within the shared territories of the səliłwətaʔt təməxw (Tsleil-Waututh), S'ólh Téméxw (Stó:lō), qiqéyt (Qayqayt), sqəciyaʔt təməxw (Katzie), xwəθkwəyəm (Musqueam), and Skwxwú7mesh Úxwumixw (Squamish) nations in the region known today as the Tri-Cities. Described by the City of Coquitlam as the “cultural jewel in Coquitlam’s Town Centre”, Evergreen Cultural Centre is the premiere venue for live arts events, exhibitions, and experiences in the Tri-Cities. We offer a thrilling season of performing arts presentations in our Studio Theatre alongside contemporary art exhibitions from artists of all mediums in the Art Gallery at Evergreen. We are dedicated to creating an inclusive and accessible community gathering place and invite visitors to immerse themselves in the magic of live performance and visual art.

Job description:

Evergreen Cultural Centre seeks a creative and enthusiastic individual to join our team. Reporting to the Executive Director, this position will lead the creation and development of a new arts education department which will be responsible for delivering all aspects of arts education programming for children, youth, and adults. This is an exciting opportunity that requires an individual with a thorough understanding of current trends in arts and education. Make your mark establishing a new vision for Evergreen’s learning opportunities for School District 43 and the community-at-large.

In this role you will:

- Develop and coordinate education programs in a variety of disciplines spanning both visual and performing arts
- Develop and coordinate spring and summer arts camps
- Recruit, schedule, and supervise arts instructors
- Develop a deep and meaningful relationship with School District 43 teachers and administration to facilitate coordination of programs that enhance and explore BC curriculum objectives and core competencies
- Communicate with teachers in advance of class participation to identify student needs, teacher and student expectations, timing, pre-visit activities, etc.

- Liaise with other arts service organizations to develop collegial relationships, keep abreast of activities in the region, and identify gaps and overlap in program offerings
- Ensure appropriate facility bookings are made and that equipment is in place for all education programs
- Oversee and mentor arts education summer students and volunteers
- Oversee the administration of education programs including reporting, budgeting, and registration
- Source and purchase art supplies for classes as needed
- Track statistics, testimonials, and feedback to facilitate program evaluations
- Work with other departments to develop education and outreach opportunities which serve a multifaceted role for the organization
- Participate in programming and scheduling meetings with other staff

Your qualifications and attributes should include:

- Training and experience in education, art instruction, arts administration, or related fields
- Knowledge of current trends in art, related cultural practices, and engagement strategies
- Understanding of the educational landscape with the ability to assess current and future demand for arts programs
- Demonstrated ability to work with participants of all ages and backgrounds
- Exceptional written and verbal communication skills both one-on-one and with large groups
- Knowledge of office administration including proficiency with Microsoft Office and database software
- Creative thinker with a mind for organizing details
- A meaningful understanding and genuine commitment to diversity, inclusion, anti-racism, and equity

Evergreen Cultural Centre has a COVID-19 Vaccine Policy and proof of vaccination is required as a condition of employment.

Apply:

We value an inclusive workplace that is reflective of our community and we encourage applications from members of diverse communities who interact respectfully with a broad spectrum of people.

Please send your resume, including a cover letter by Tuesday February 8, 2022, to:

Email: humanresources@evergreenculturalcentre.ca
Address: 1205 Pinetree Way, Coquitlam, BC V3B 7Y3

We thank all interested parties but only applicants selected for interviews will be contacted.

Website: www.evergreenculturalcentre.ca/