

## Public Programs Coordinator

<b>Length of employment:</b>	<b>Summer contract</b>
<b>Hours:</b>	<b>Up to 40 hours per week (periodic evening and weekend work required)</b>
<b>Remuneration:</b>	<b>\$18.50/hr.</b>
<b>Start Date:</b>	<b>Monday, June 13, 2022</b>
<b>End Date:</b>	<b>This position is contingent on successful funding</b>

### **Organization Description:**

Situated on the shores of Lafarge Lake, Evergreen Cultural Centre exists on the unceded, traditional, and ancestral territory of the Kwikwetlem First Nations, which lie within the shared territories of the Tsleil-Waututh, Stó:lō, Qayqayt, Katzie, Musqueam, and 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 over 50 performing arts presentations annually in the studio theatre, alongside contemporary art exhibitions from artists of all mediums in the Art Gallery at Evergreen. Also featuring several art studios and a rehearsal hall available for community rentals and events, we invite visitors to immerse themselves in the magic of live performance and visual art.

### **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 2022. Under the direction of the Arts Education Coordinator, the Public Programs Coordinator’s primary responsibilities include supporting the ECC’s arts camps, organizing and facilitating the ECC’s participation in community events such as Canada Day and Kaleidoscope Festival, supporting a Youth Incubator Program, and other exhibition-related public programs.

### **Responsibilities:**

The Public Programs Coordinator will play a key role in the development and delivery of the ECC’s summer programs for children, youth and family audiences.

#### Community Programs – Canada Day, Kaleidoscope Festival

- Participate in planning meetings.
- Liaise with community groups and Education team.
- Assist with coordination and management of volunteers (if required).
- Assist with the development and facilitation of art-making activities targeted to children and youth.
- Coordinate necessary supplies and materials.

Summer Camps (July 4-29 and August 8-19)

- Manage intake for arts camps for children and youth.
- Develop and lead creative, age-appropriate activities and provide direct supervision of summer camp participants during lunchtime break and for after camp care.
- Work with marketing department to produce camp slideshow and other projects.
- Supervise youth volunteers.
- Correspond with parents.
- Develop evaluation questionnaires; report program feedback.
- Maintain public program facilities, materials and equipment for the duration of summer camps.
- Assist Arts Education Coordinator and camp instructors with the preparation of special camp events.

#### Youth Incubator – Art Gallery at Evergreen

- Liaise with artists regarding studio bookings and on-site work
- Assist with the planning and production of the Showcase at the Art Gallery at Evergreen
- Assist with exhibition installation and strike
- With the Curatorial Assistant and Youth Engagement Coordinator, develop and facilitate public program opportunities that align with the Exhibition

#### Public Programs – Art Gallery at Evergreen

- Support the delivery of exhibition-related public programs
- Develop and facilitate hands-on art activities related to gallery programming.
- General administrative and other duties, as required.

#### 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.

- Experience with childcare or working in a camp or education environment.
- Comfort working with children and youth in large group settings and one-on-one. Experience working with children with special needs and diverse learning styles is an asset.
- 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.
- Exemplary organization skills.
- A valid criminal record check (or the availability to obtain one)
- First aid training is an asset.

All applicants must meet the following Canada Summer Jobs employment 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.

Website: [www.evergreenculturalcentre.ca/](http://www.evergreenculturalcentre.ca/)

**Apply:**

We value an inclusive workplace that is reflective of our community and we encourage applications from members of diverse communities.

Please send your **resume, including cover letter** by **Monday May 16, 2022** to:

**Contact:** Katherine Dennis, Curator  
**Email:** [katherine@evergreenculturalcentre.ca](mailto:katherine@evergreenculturalcentre.ca)  
**Address:** Evergreen Cultural Centre, 1205 Pinetree Way, Coquitlam, BC V3B 7Y3

Only those applicants selected for interviews will be contacted.