

JOB POSTING – Performing Arts Assistant



Employment Status:	Full-time, permanent
Hours:	35 hours per week with flexibility to work evenings and weekends
Compensation:	\$45,000 per year plus Municipal Pension Plan, extended health benefits, paid vacation, and sick time
Available:	July / August 2022

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 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:

Reporting to the Performing Arts Manager, the Performing Arts Assistant will provide ongoing administrative support in the dual areas of Performing Arts programming and facility rentals. This position will also support the development and promotion of programs that inspire and challenge audiences, some of which will be youth-focused and led by the Assistant. Work will include building meaningful relationships with our community, and attending industry events and meetings, and duties which occur outside regular office hours.

General Duties, Responsibilities, and Accountabilities:

- Assists the Performing Arts Manager with researching, contracting, and communicating with potential and confirmed artists for Evergreen season presentations
- Supports the development and promotion of arts programming in collaboration with the Performing Arts Manager
- Assists with coordinating and disseminating information about the programming internally to the Marketing, Front of House, Box Office, and Technical departments.
- Provides leadership of the development and evaluation of Evergreen’s youth-focused performing arts programming, as well as the scheduling of youth program artists and/or volunteers as needed

- Represents Evergreen during season presentations by participating in associated activities such as artist talks and making front of house announcements as requested by the Performing Arts Manager
- Assists in researching funding opportunities and grant writing as directed by the Performing Arts Manager
- Assists with booking hotel rooms for out-of-town artists and arranging payment
- Assists the Performing Arts Manager with responding to rental inquiries, contract development, and communications with rental clients
- Assists with overseeing all rental activities and ensuring coordination with other programs throughout the facility.
- Assists with meeting clients and facilitating building/facility tours as requested by the Performing Arts Manager
- Assists with reconciling all events and providing reports to the Office Manager
- Supports other administrative duties, including data entry in the Facility Schedule, as required by the Performing Arts Manager
- Attends programming events and artist showcases with/for the Performing Arts Manager
- Other duties as may be assigned by the Performing Arts Manager or Executive Director

Knowledge, Skills, and Abilities:

- A passion for arts programming and creating events for children, youth, and adults
- Appreciation and passion for the Arts, with a good understanding of the Performing Arts and not-for profit organizations
- Intermediate knowledge in MS Office and related computer programs
- Knowledge of office administration, data entry, email, social media
- Ability to work collaboratively in a team environment as well as independently
- Possesses strong writing and editing skills
- Possesses strong organizational skills to meet deadlines and stay on top of multiple projects simultaneously
- Comfort with public speaking and one-on-one customer service in person and on the phone

Desired Qualifications:

- Training in performing arts, arts administration, event management, or a related field; or the equivalent in work experience
- Experience in arts programming and creating events for children, youth, and adults
- Experience in office administration including processing paperwork, internal communications, and data entry
- Exceptional organizational and project management skills
- Clear communication and people skills
- A meaningful understanding and genuine commitment to diversity, inclusion, anti-racism, and equity
- Working knowledge of the Tri-Cities and/or Metro Vancouver Arts & Culture scene considered an asset

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

Website: www.evergreenculturalcentre.ca/

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 cover letter by Monday June 6, 2022 to:

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

Only those applicants selected for interviews will be contacted.