

Date: July 13, 2015

Job Posting: Arts Programmer

Summary of Responsibilities:

Reporting to the Executive Director, the Arts Programmer is responsible for carrying out a variety of organizational and administrative responsibilities related to planning, developing and implementing arts programs and services for children, youth, adults and seniors at Semiahmoo Arts (*The Community Arts Council of White Rock and District*). Working as part of a team, the Arts Programmer will also be required to gather and prepare related promotional information, including submissions to the recreation guides for The City of Surrey.

Responsibilities:

- Apply creativity in developing unique arts programs tailored to the needs and interests of the community.
- Build relationships with current partners, members, instructors and students.
- Liaise with staff at The City of Surrey.
- Participate in the implementation, evaluation and continuous improvement of Semiahmoo Arts programs, events and services as required.
- Perform other related duties from time to time.

Qualifications:

The ideal candidate will have a passion for arts and culture with a knowledge of the local arts scene. Knowledge of pottery is a valued asset.

- Experience in programming courses, classes and workshops, preferably in the arts.
- Excellent and tactful communication and interpersonal skills in person, on the phone, in writing and email.
- Ability to work effectively with the public, instructors, members, volunteers, staff and board.
- Solid knowledge in effectively using MS Office and social media platforms.
- Strong problem-solving and decision-making skills.
- Strong organizational and time management skills.
- Proactive in seeking opportunities to develop new programming and finding new instructors.
- Current Emergency First AID (CPR) certificate and a current Police Information Check (PIC).

Hours:

- This is a permanent, part-time position with approximately 15-20 hours per week.
- Start date is negotiable, but August is desired.

Remuneration: To be determined

How to Apply:

Please submit cover letter with expected wage and résumé outlining qualifications to:

Barb Nelson, Executive Director executivedirector@semiahmooarts.com

No phone call or email inquiries please. Only those candidates shortlisted will be contacted.

Deadline: Friday, July 24, 2015