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## COMMUNITY SERVICES ASSISTANT 5 – PERFORMING ARTS PROGRAMMER

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation.*

*City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey*

### SCOPE

Do you have a passion for performing arts? We have an exciting opportunity for you to oversee the launch of performing arts courses and programs in a beautiful new facility, Clayton Community Centre but there will be opportunities to work at other facilities across the city.

As the program lead, you will be responsible for recruiting, supervising, and evaluating a team of instructors, overseeing curriculum development including summer camps, coordinating staff, volunteer, and studio schedules, maintaining material inventory, promoting, and tracking registration, and developing community and outreach events. While occasionally required to teach a class, your primary focus is supporting instructors and working behind the scenes to ensure programs run smoothly. Your leadership will have dramatic impact on creating a vibrant and welcoming environment for visitors to learn and engage with performing arts.

You will be part of a creative and interdisciplinary team responsible for implementing performing arts, visual arts, woodworking, and artist in residence programs. The team will catalyze the potential of the arts to benefit the health and wellbeing of the Clayton community. See <https://www.surrey.ca/arts-culture/arts-clayton-community-centre> to learn more about Clayton Community Centre.

### STATUS

Regular Part-Time (CUPE 402)

### RESPONSIBILITIES

Working as part of a team, the Performing Arts Programmer will plan with the day-to-day development and marketing of programs and services, as well as program creation, planning, implementation, and evaluation, with a particular focus on educational programming. This includes researching and hiring instructors, registering programs in PRC Recreation Guide and PRCMS (Parks, Recreation and Culture Management System), booking space for programs at the Clayton Community Centre and across the City of Surrey and facilitating and supporting the programs at varying levels of involvement as required.

The Performing Arts Programmer will work in a dynamic arts environment and must excel at multitasking and meeting deadlines. Other required attributes include being creative, detail-oriented, with experience working with performing artists and a considerable understanding and knowledge of the performing arts community, cultural programs, their purpose, and objectives.

### QUALIFICATIONS



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Applicants must have completion of grade 12 supplemented by a degree/diploma from a recognized post-secondary institution relevant discipline to the position, plus 2 years progressively responsible experience, including supervision, or an equivalent acceptable combination of training and experience.

Experience in developing, marketing, and implementing performing arts programs is preferred.

- Valid BC Driver's License with a safe driving history
- Emergency First Aid certificate and CPR or acceptable equivalent
- High Five certification (if working with children ages 6 – 12 years)

This is a regular, part-time position. The position requires the applicant to accommodate the flexible needs of the Clayton Community Centre and City of Surrey. Days of work and hours will vary, including some evenings and weekends. Schedules are communicated well in advance.

## APPLY

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 5004