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Community Services Assistant 3 – Visual Arts Program Assistant

*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

The City of Surrey is looking for an enthusiastic, collaborative, and creative individual to join the community arts team at Clayton Community Centre. The Visual Arts Program Assistant supports a wide variety of work within the visual arts studio, including supporting arts programs and events and maintaining programming and storage areas, including equipment inventory.

This is an excellent opportunity for an emerging visual art professional. You will be able to foster and support a vibrant and welcoming environment for visitors to learn and engage with visual arts at Clayton Community Centre. 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. Find out more about the Clayton Community Centre here: <https://www.surrey.ca/arts-culture/arts-clayton-community-centre>

The candidate will be familiar with visual arts programs and events and have experience working with artists and the community. Reporting to the Visual Arts Programmer, the Visual Arts Program Assistant is a key member of the team. This is an excellent opportunity for someone pursuing a career in Arts, Culture or Heritage.

EMPLOYMENT STATUS

Union - CUPE Local 402 – Auxiliary

RESPONSIBILITIES

- Plans, schedules, implements, delivers, promotes, evaluates and provides feedback on a wide range of programs and services, including but not limited to special events, workshops, educational courses, bus trips, and entertainment.
- Supervises Instructors, volunteers, clerical and junior staff.
- Assists in the development of promotional material for activities
- Maintains program areas and equipment, ensuring they are safe, clean, and hazard-free at all times.
- Assists in the ordering and monitoring of supplies.
- Performs other job-related duties as required.

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QUALIFICATIONS

- Completion of Grade 12 and some post-secondary education from a recognized institution, supplemented by 2 years related experience including supervision in cultural work or area of specialty or an equivalent acceptable combination of training and experience.
- Valid Driver's License with a safe driving history.
- Emergency First Aid Certificate and CPR C Certificate.
- Strong planning and organizational skills.
- Work experience within a cultural organization (asset).
- An understanding of visual arts programming in a community centre setting

OTHER INFORMATION

- Pay Grade: Schedule D
- Hourly Rate: \$ 26.29
- This position requires completion of a Police Information Check with Vulnerable Sector Check.

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