



# BUILD A CITY. BUILD A FUTURE.



## Community Arts Operations Coordinator (Community Services Coordinator 2)

*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 Cultural Services Division is seeking a dynamic Community Arts Operations Coordinator to lead the diverse arts operations at Clayton Community Centre, and additional support spaces. This is a great opportunity for a creative professional with demonstrated experience in arts and culture programming and events, coordination and production. Reporting to the Community Arts Manager, the Operations Coordinator is a member of the Community Arts leadership team and supervises a small, but talented arts team.

The Operations Coordinator will be able to foster and support a vibrant and welcoming environment for visitors to learn and engage with arts at Clayton Community Centre. If you enjoy connecting with community partners, developing and coordinating community exhibitions, and supervising a group of creative and dynamic staff, and believe strongly in access for all, you will thrive in our active Community Arts team. Arts spaces at Clayton Community Centre include Visual Arts Studios, Performing Arts Studio, Music Production Lab, Woodworking Shop, Community Exhibition Space, and various multipurpose spaces. Find out more about the Clayton Community Centre here: <https://www.surrey.ca/arts-culture/arts-clayton-community-centre>

Note that physical work is sometimes required with some exposure to changing environments. Due to some evening and weekend work, a flexible schedule is needed although the 'normal' work week is Monday to Friday.

### EMPLOYMENT STATUS

Union - CUPE Local 402 - Regular Full-Time

### RESPONSIBILITIES

Reporting to the Community Arts Manager, the Community Arts Operations Coordinator is responsible for planning, coordinating and facilitating arts operations at Clayton Community Centre. Responsible for community arts events, rentals, programs, community exhibitions and other related services. The Operations Coordinator will establish and maintain effective working relationships with various professional organizations, artists and arts organizations, community groups and agencies, and other City departments.

The Community Arts Operations Coordinator:

- Has excellent project management skills.
- Supervises the community arts team that is responsible for art programs and events, community partnerships, community exhibit schedule and events.
- Liaises with appropriate City departments and community partners to ensure strong community representation.
- Is responsible for a significant budget, multiple deadlines, and building operations.
- Has a strong community development focus, seeks community participation, and engages in future planning for the Community Arts team.
- Is an experienced presenter and skilled in writing reports, and grant applications.
- Maintains a safe working environment.
- Performs other job-related duties as required.

## QUALIFICATIONS

University or college level graduation in a related discipline and 3-5 years of progressively responsible experience in the delivery of professional cultural programs including experience in facility management. An equivalent combination of education and experience will be considered.

In addition, the successful candidate will have:

- 3 - 5 years of experience working with community partner.
- 3 - 5 years of supervisory experience is an asset.
- Has a deep understanding of community art practice, including community exhibition spaces.
- Must have technical experience and expertise applicable to the role.
- Familiarity with the processes for facility preventative maintenance and emergency procedures.
- Effectively plans, assigns and supervises the work of others.
- General knowledge of facility and program operations, financial management, audit and control functions.
- 3 - 5 years of supervisory experience is an asset.

Applicants under consideration will be required to consent to a Police Information Check/Vulnerable Sector Check.

## OTHER INFORMATION

Hourly Rate \$40.60

Steps	Hourly Rate
Step 1	\$40.60
Step 2 (6 Months)	\$42.19
Step 3 (18 Months)	\$43.77
Step 4 (30 Months)	\$45.61
Step 5 (42 Months)	\$47.52

## APPLY

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 6124.