

# BUILD A CITY. BUILD A FUTURE.



## Community Services Assistant 5 – Art Gallery Visual 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.*

*Recognized as a Top Employer year after year and distinguished as the only municipality to be named among Canada's Most Admired Corporate Cultures, the City of Surrey is constantly looking for talented professionals and innovators who are ready to help us build a world-class city.*

### SCOPE

Do you have a demonstrated knowledge of art in multiple mediums? Are you a highly organized person who easily manages several concurrent deadlines? Surrey Art Gallery is looking for a Visual Arts Programmer.

Internationally recognized for its award-winning programs, Surrey Art Gallery exhibits contemporary art by local, national, and international artists, including digital and sound art. Gallery programs include registered courses, school programs, family workshops, artist talks, tours, and artmaking and learning opportunities with artists, educators, and other specialists.

### EMPLOYMENT STATUS

Auxiliary (CUPE)

### RESPONSIBILITIES

The Visual Arts Programmer develops and administers community-focussed registered programming, with tasks including:

- Registered Courses, Camps, and Workshops
  - Develop quarterly course, camp, and workshop schedule
  - Data entry into City of Surrey course registration system
  - Ability to occasionally instruct lessons in a variety of mediums
  - Administer program registration
  - Maintain art materials supply room and studio spaces
- Artist-Educators
  - Hire, train, supervise, and assess performance
  - Manage communications, including scheduling
  - Support first day of course session for each offering (some evenings and weekends)
- Communications
  - Collaborating with Gallery Communications Coordinator to write social media posts, e-newsletters, etc.
  - Ensuring accuracy of course registration content in publications
  - Coordinating photography and documentation of programs
- Reporting and Writing
  - Contributing to grant applications, annual reports, and strategic plans
  - Tracking and analyzing statistics and budgets

This position reports to the Curator of Visual Arts and Resources and works directly with the Volunteer Programmer, School and Family Programmer, artist-educators, volunteers, and Gallery, Arts Centre, and City staff, and contract artist-educators.

The Gallery is seeking a creative educator who enjoys collaboration and working in a dynamic environment and thrives in situations requiring meeting deadlines and adapting to change.

Required skills include: extremely good attention to detail, organizational skills, and ability to prioritize; broad functional knowledge of a variety of art mediums; excellent oral and written communication (including grant and report writing); effective administrative, interpersonal, and supervisory skills; solid problem-solving abilities; and the capacity to work both independently and collaboratively within a team.

## **QUALIFICATIONS**

- University or college degree/diploma in a related discipline such as, museum education, art education, fine arts, or general education with an art specialty (additional teaching certification is an asset)
- 2 years of progressively responsible experience in developing, administering, and presenting initiatives in this area of specialty, including supervision, or an equivalent acceptable combination of training and experience

Applicants under consideration will be required to have Emergency First Aid with CPR certification and successfully clear a Police Information Check/Vulnerable Sector Check.

Those interested in learning more can contact Surrey Art Gallery at [artgallery@surrey.ca](mailto:artgallery@surrey.ca).

## **OTHER INFORMATION**

Year 1 - \$32.04/hour

Year 2 - \$32.86

Year 3 - \$33.83/hour

## **APPLY**

If you are interested in this opportunity, please apply at [www.surrey.ca/careers](http://www.surrey.ca/careers) Job ID 6260