



Create the city of tomorrow, today.



The City of Surrey is a place of innovative transformation and accelerated growth—where the future is limitless and possibilities are endless. If you are excited about helping to build the city of tomorrow—and you share our values of integrity, service, teamwork, innovation and community—join us, today.

COMMUNITY SERVICES ASSISTANT 5 INTERPRETIVE PROGRAMS SPECIALIST at the Surrey Art Gallery

Reporting to the Curator of Education and Public Programs, this is a specialized senior Community Service Assistant position, responsible for carrying out a variety of education, organizational and administrative responsibilities related to planning, developing and implementing interpretive programs at the Surrey Art Gallery. Included are school tours, workshops and outreach, Family Days, artist talks, panels, symposia, events and residencies, as well as related volunteer activities. Working as part of a team, you will also assist with the day-to-day operations of related programs and services, including budget and facility operations.

Duties include: recommending, researching, developing, scheduling, implementing and evaluating exhibition-related programs, events, tours, school programs, outreach and artist residencies; preparing and presenting exhibition-related lectures and workshops for teachers, volunteers and gallery visitors; writing exhibition guides for teachers and the public; identifying, recruiting and liaising with program and event presenters; identifying volunteer needs and providing ongoing support to volunteers regarding interpretive programs; supervising and/or acting as event host; liaising with marketing staff to develop marketing plans and materials.

We are seeking an individual who enjoys working in a dynamic arts environment and thrives in situations requiring meeting deadlines and adapting to change. The successful candidate will be a creative, detail-oriented individual with strong knowledge and experience in art education theories and practices; a broad knowledge of contemporary art and art history; strong oral and written communication skills; solid administrative, organizational and interpersonal skills, effective problem-solving skills, and will have the ability to work both independently and within a team.

Applicants must have a degree/diploma in the area of art museum education, art education, or a related field plus 2 years progressively responsible experience in the area of specialty, including supervision, or an equivalent acceptable combination of training and experience. Experience in developing, administering and presenting programs in art education is preferred. Applicants must have a valid BC driver's license, Emergency First Aid certificate with CPR, and be able to successfully pass a Criminal Record Check.

Hours are typically Monday – Friday, scheduled for approximately 5 hours/day to 25 hours/week, including some hours scheduled occasionally in the evening and weekend to support events. This is a regular part-time, union position with pa rate starting at \$25.41/hour

We offer a dynamic work environment and excellent opportunities to advance.

To apply online, go to our website.
www.surreycareers.ca



integrity | service | teamwork | innovation | community