

DEPARTMENT:	Community Services	STATUS:	Temporary Part-Time
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hours biweekly	SALARY:	\$36.09 - \$42.45 hourly (2024 rates) + comprehensive benefits package

Reporting to the Manager, Community Arts and Theatre, the Program Coordinator – Arts works within a community engagement framework to develop, schedule and administer arts programs and workshops at Anvil Centre and other community venues as well as plan and facilitate arts based initiatives and community events in collaboration with local arts organizations, artist and community partners. The Program Coordinator – Arts will supervise program staff and instructors; establish relationships and liaise with a variety of internal and external partners; promote and publicize program activities; and assist in the preparation and monitoring of budgets.

This is a temporary part-time position ending July 31, 2027. The position works non-standard hours in a job share capacity.

Our ideal candidate has:

- A University or College degree or diploma in community recreation, fine arts, museology or education, plus sound related experience in arts program development – and equivalent combination of training and experience acceptable to the employer may be considered
- Thorough knowledge of non-formal teaching methods and group leadership techniques, and best practices in arts programming for all ages and levels of experience
- The ability to work independently and as part of a team
- Proven experience in recruiting, orienting, training, and supervising staff and volunteers
- Experience in developing and administering arts programs, workshops and outreach events, preferably within a municipal setting
- A talent for communicating effectively both orally and in writing
- A demonstrated ability to build positive relationships within and outside the organization and promote public interest and participation in programs
- A knack for numbers to prepare and monitor program budgets
- A natural ability to collaborate with other staff members in planning, organizing and coordinating community-wide events and programs
- A skill to prepare and maintain records, reports and correspondence related to the work
- Experience in membership management software (e.g., Perfect Mind)
- Intermediate skills in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)
- Intermediate skills in Adobe Creative Suite (Photoshop, Illustrator)
- The ability to work non-standard hours as operationally required
- The ability to pass and maintain a satisfactory Police Information Check (PIC)

Apply online with your **cover letter and resume in one document** at www.newwestcity.ca/employment by **June 20, 2025**.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

*New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples.
It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.
We are learning and building relationships with the people whose lands we are on.*

*We thank all applicants for their interest and advise that only those selected for an interview will be contacted.
This position is only open to those legally entitled to work in Canada.*