



Arts Council of New Westminister

PO Box 16003
New Westminister, BC, V3M 6W6
604-525-3244
info@artscouncilnewwest.org
www.artscouncilnewwest.org

ARTS COUNCIL OF NEW WESTMINSTER **ARTISAN FAIR COORDINATOR – (Contract Position)** **Up to 10 hours per week, \$15 per hour**

Artisans at River Market is an Arts Council of New Westminister (ACNW) program at New Westminister's River Market which celebrates the promotion of local artists. There are two weekend Artisans Fairs every month with spaces for artisans to share their crafts.

This position is well suited for someone with excellent organizational and interpersonal skills. Anticipated duties include:

- Selection of artisans for each fair
- Coordination of artisans and booths
- Collection of rental funds which will be submitted to ACNW
- Attendance at weekend fairs as point person for artisans
- Manning a booth at the Fair promoting the ACNW
- Coordinating a replacement to be at the Fair should you be unable to attend occasionally. You may draw from Board members, many of whom have indicated an interest in doing this, or from other volunteers that have registered with ACNW.
- Submitting monthly invoices to ACNW for your time and for money collected at each fair.

You have the freedom to expand this fair in other ways, such as workshops, demonstrations, other locations in consultation with the Executive Director and the Board of ACNW.

This is a contract position and is contingent on bringing in the money to cover your wages and any other expenses. This program will be evaluated annually by the Board as to effectiveness and sustainability.

Please email your resume to artisanfair@artscouncilnewwest.org