



ARTS COUNCIL OF NEW WESTMINSTER
PO Box 16003, New Westminster, BC V3M 6V6
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EVENT PRODUCTION CREW

The Arts Council of New Westminster (ACNW) is a non-profit organization dedicated to the visual, literary and performing arts. Its aim is to bring the community together through the Arts. The **ACNW** is an events-driven organization and runs various community festivals throughout the New Westminster, such as Music by the River, Fridays on Front, and Uptown Unplugged.

The **ACNW** is seeking **Event Production Crew** members to setup and take down our weekly community festivals. As the public face and representative of the **ACNW**, **Event Production Crew** members are an important part of the Arts Council's grass-roots marketing and outreach efforts with the local community. This is an excellent position for someone who is enthusiastic about the arts and wants to develop their public relations skills.

Responsibilities include (but are not limited to):

1. Assisting with the installation and take-down of community festival events
2. Learning about the ACNW events/programs; answering any public inquiries about the events to be promoted
3. Promoting the ACNW, its programs and events in a professional and courteous way; making friendly connections with businesses and organizations

Shifts Available: Thursday 3:30pm to 6:00pm or 8:00pm to 9:30pm
Fridays 3:30pm to 5:00pm or 9:00pm to 10:00pm
Saturdays 11:00am to 12:00pm or 2:00pm to 3:00pm
Sundays 11:00am to 12:00pm or 2:00pm to 3:00pm

Knowledge and Experience

- Keen interest/background in the arts and community relations
- Previous experience with event production

Key Competencies

- Excellent communication skills in English
- Excellent interpersonal and public relations skills; professional and courteous
- Prepared to work outside in all types of weather
- Self-motivated; ability to work independently; comfortable engaging with the public
- Able to safely lift up to 30 pounds.

Volunteer Benefits

- Valuable contribution to/engagement with the New Westminster Arts community
- Reference letter after 10 hours
- Invitation to an annual volunteer appreciation event

Submit your application at acnw.ca and fill out the online form, or email info@acnw.ca.
For more information, please call the Gallery at 604-525-3244.