



## ARTS COUNCIL OF NEW WESTMINSTER

PO Box 16003, New Westminster, BC V3M 6V6

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### Music Program Coordinator

Founded in 1967, the Arts Council of New Westminster (ACNW) is a non-profit organization committed to a mission of bringing the arts to the centre of community life. We accomplish our mission through initiatives that focus on arts programming in the community, arts advocacy, and programs that nurture and support our local artists and arts organizations.

The Music Program Coordinator will be responsible for full program delivery. This position will coordinate, administer, and promote a concert series throughout New Westminster. The program takes place at locations throughout New Westminster during the summer of 2019, with the aid of volunteers and staff support as available.

#### Responsibilities:

- Participating in the facilitation and the coordination of Music by the River, Uptown Unplugged, Fridays on Front and other music events throughout New Westminster
- Building long term connections and partnerships with the artists, the arts community, local businesses and service organizations.
- Facilitating volunteer involvement
- Helping plan and facilitate meetings, taking minutes, email meeting notifications
- Collection of data (including attendance records, community engagement, etc)
- Tracking goals, progress, and deadlines
- Onsite day of support
- Other duties as assigned, by the ACNW Executive Director

#### Qualifications:

- An interest in and/or knowledge of Event Management and Promotions
- Completion of one year of post-secondary education
- Computer literacy, experience with multiple social media platforms
- Attention to detail and ability to work independently
- Excellent communication skills - written and verbal
- High degree of self-motivation and creative problem solving
- Culturally aware and a love for the Arts
- Available to work weekends and evenings
- Valid Class 5 Driver's License for the Province of British Columbia

Timeline: May 6, 2019 to August 30, 2019, Wednesday to Sunday; however, a flexible week may be necessary in order to meet programming needs.

Remuneration: \$18.00 per hour, 40 hrs per week

Submit resume and cover letter by email to [info@acnw.ca](mailto:info@acnw.ca) before 5:00pm on April 1, 2019.

Include "Music Program Coordinator – Application" as the subject of your email.

Only selected applicants will be contacted for an interview.

Please note that the staffing of the position and its duration are conditional on the approval of the grant application submitted to the Canada Summer Jobs program. To be considered for this position, students must be between 15-30 years of age at the start of employment, registered as a full-time student during the preceding academic year, intend to return to school on a full-time basis next year, is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred.