



**ARTS COUNCIL OF NEW WESTMINSTER**  
PO Box 16003, New Westminster, BC V3M 6V6  
[info@acnw.ca](mailto:info@acnw.ca) | [acnw.ca](http://acnw.ca) | 604-525-3244

## **OUTREACH COORDINATOR** **Contract Position**

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** operates a variety of arts programs throughout the community of New Westminster. At each event, the **ACNW** has a presence through an outreach table that serves as a resource for the community to discover the arts community in New Westminster, learn more about the ACNW, and sign up for upcoming events, membership, and volunteer opportunities.

The **ACNW** is seeking a versatile individual to fill the position of **Outreach Coordinator**. The successful candidate will facilitate the outreach efforts of the ACNW in the community. This position will aim to revamp the ACNW to expand inclusivity and change our language, so it reflects the desire of welcoming diversity into The Gallery and beyond. The successful applicant will have knowledge and experience in the arts-in-general, the ACNW, its programming, and the greater arts community in New Westminster.

### **Responsibilities include (but are not limited to):**

- Set up and staff the ACNW outreach table at important community events.
- Distribute literature and information about the ACNW, and its members.
- Engage the community as they experience the table
- Facilitate ACNW member registration and e-newsletter signups
- Process payments for ACNW memberships.
- Post social media posts on ACNW accounts, capturing events in action

### **Knowledge and Experience**

- Previous experience / background in community outreach activities.
- Computer literacy, experience with Microsoft, Google, and other online tools such as MailChimp
- Proficient with social media accounts: Twitter, Facebook, Instagram

### **Key Competencies**

- Passionate about the arts in New Westminster
- Excellent communication skills - written and verbal; fluent in English
- Excellent planning and organizational skills; attention to detail and accuracy
- Strong information gathering and information monitoring skills
- High degree of self-motivation; ability to work independently and with a team
- Able to work odd hours, including evenings and weekends
- Valid driver's license and access to a reliable vehicle for use on ACNW business
- Flexible and adaptable



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**Work Schedule:**

Events / Opportunities:

Volunteer Fest (Royal City Centre)	January	6 hours
Family Day (at Anvil)	February	5 hours
Easter in the Park	March/April	5 hours
LitFest New West	March / April	9 hours
Hyack Week – Uptown St Fest	May	6 hours
Sapperton Day	June	6 hours
Queensborough Children’s Festival	June	5 hours
National Indigenous People’s Day	June	4 hours
Canada Day	July	5 hours
Uptown Live	July	8 hours
New West Cultural Crawl	August	12 hours
River Fest	September	6 hours
Seniors Festival	October	4 hours
ACNW Annual General Meeting	November	4 hours

Event hours: 85 hours | Additional prep time: 5 hours prep time every four months

Total hours: 100

Additional ACNW Events

New West Craft at River Market	1st & 3rd Saturday monthly, year-round	6 hours x 24 events
New West Farmers Market	Once per month, year-round	6 hours
Music by the River	July	4 hours x 8 events
Last Monday at the Movies	Monthly	2 hours x 9 events

Event hours: 200 hours | Additional prep time: 10 hours prep time every four months

Total hours: 230

**This position is from May 15, 2019 until June 30, 2020. Renewal will be subject to future funding.** Remuneration: \$15.00 per hour.

Submit resume and cover letter by email to [info@acnw.ca](mailto:info@acnw.ca) before 5:00pm on May 3, 2019. Include “ACNW Outreach Coordinator – Application” as the subject of your email. Only selected applicants will be contacted for an interview.