



## 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

### **New West Craft Labourer Job Description**

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.

New West Craft is an existing program hosted by the Arts Council of New Westminster at the River Market in New Westminster. New West Craft celebrates the promotion of local artisans. Currently there are two weekend Artisan Fairs every month with spaces provided for artisans to sell their crafts. The New West Craft Labourer, working closely with the ACNW Program Coordinator, along with River Market staff, will set-up and teardown the event at each event.

#### Duties include:

- setting up 25-35 folding tables / taking down 25-35 tables at end of event
- setting up chairs
- moving furniture
- placing signage out on the boardwalk and other locations around River Market / collecting signage and placing in storage
- assisting vendors load and unload
- monitoring the cargo elevator
- ensuring the loading bay is clear of parked vehicles
- Other duties as assigned, by the ACNW Program Coordinator

#### Qualifications:

- Ability to lift, carry, and/or push up to 60lbs
- An interest in and/or knowledge of Event Management and Promotions
- Attention to detail and ability to work independently
- Culturally aware and a love for the Arts
- Available to work on Saturdays

Timeline: November 15, 2019 to June 30, 2020, First and Third Saturday of each month.  
9:00am – 11:00am and 4:00pm – 5:00pm.

Remuneration: \$75.00 per day

Submit resume and cover letter by email to [info@acnw.ca](mailto:info@acnw.ca) before 5:00pm on November 10, 2019. Include “New West Craft Labourer – Application” as the subject of your email. Only selected applicants will be contacted for an interview.