



ARTS COUNCIL OF NEW WESTMINSTER

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Seniors Coordinator - Contractor 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.

“Seniors Expressions Through the Arts” is a project funded through the New Horizons for Seniors program being undertaken by the Arts Council of New Westminster. The Seniors Coordinator will support the work of the Seniors Expressions Committee as they develop, curate, promote, and produce monthly arts events at the Centennial Lodge in New Westminster. The Coordinator will also support the committee in the development of an Arts Passport and a video documenting the entire project.

Duties include:

- Participating in the facilitation and coordination of the “Seniors Expressions Through the Arts” program;
- Building long term connections and partnerships with the artists, the arts community, local businesses and service organizations;
- Facilitating volunteer involvement of the Seniors Expressions Committee;
- Helping to plan and facilitate meetings, taking minutes, emailing 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;
- Computer literacy, experience with multiple social media platforms;
- Excellent communication skills, both written and verbal;
- High degree of self-motivation and creative problem solving;
- Culturally aware, with a passion for the arts;
- Available to work weekends and evenings;
- Valid Class 5 Province of British Columbia Driver’s License.

Timeline: December 1, 2019 to May 31, 2020, Wednesday to Sunday; however, a flexible week may be necessary in order to meet programming needs.

Remuneration: \$18.00 per hour, 20 hrs per week, Contract position.

Submit resumé and cover letter by email to info@acnw.ca before 5:00pm on November 29, 2019. Include “Seniors Coordinator – Application” as the subject of your email. Only selected applicants will be contacted for an interview.