



ARTS COUNCIL OF NEW WESTMINSTER

PO Box 16003, New Westminster, BC V3M 6V6

info@acnw.ca | acnw.ca | 604-525-3244

Music Programmer – Canada Summer Jobs 2021

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 Programmer will produce a live music concert series in Queen's Park, New Westminster. The program takes place during the Summer of 2021 with the aid of volunteers and staff support as available.

Responsibilities:

- Participating in the facilitation and coordination of the ACNW Summer Music Festival, a free summer arts and culture series in Queen's Park in New Westminster
- Building long term connections and partnership with the artists, the arts community, local business, and services organizations. \
- Researching and soliciting interest and feedback from local businesses and service organizations in order to develop best practices for providing effective outreach to community partners.
- Monitoring and revising festival structure model, positions, and tasks
- Facilitating volunteer involvement
- Helping plan and facilitate meetings, take minutes, email meeting notifications and follow up
- Volunteer coordination: weekly coordination and scheduling of volunteers as well as assigning and oversight of regular duties
- Logistic and administration support: review last year's operations, application of new ideas to make more efficient use of human resources
- Collection of data (including attendance records, donations, etc)
- Tracking of 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 Production and Promotions
- Experience with running PA systems, assembling staging, and mixing live sound
- 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 16, 2021 to August 29, 2021, Wednesday to Sunday; however, a flexible week may be necessary in order to meet programming needs.

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

Submit resume and cover letter by email to info@acnw.ca before 5:00pm on April 30, 2021.

Include "ACNW Music Programmer – Application" as the subject of your email.

Only selected applicants will be contacted for an interview.

Please note: the staffing of the position and its duration are conditional on the grant application's approval 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, is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred.