



ARTS COUNCIL OF NEW WESTMINSTER

PO Box 16003, New Westminister, BC V3M 6V6

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

**Summer Music Coordinator
Canada Summer Jobs 2023**

Founded in 1967, the Arts Council of New Westminister (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 Coordinator will produce a live music concert series in Queen's Park, New Westminister. The program takes place during the Summer of 2023 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 Westminister
- Publicly representing the ACNW as the series emcee.
- Building long-term connections and partnerships with the artists, the arts community, local businesses, 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
- Work alongside and support ACNW Programmers development and learning
- 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
- Public speaking skills and comfort in front of large crowds
- Previous experience working in a New Westminister Community Arts organization
- Computer literacy, experience with multiple social media platforms
- Attention to detail and ability to work independently
- Excellent communication skills - written and verbal



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- 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 15, 2023 to September 1, 2023, Wednesday to Sunday; however, a flexible week may be necessary to meet programming needs.

Remuneration: \$22.00 per hour, 35 hrs per week

To apply: Submit resume and cover letter by email to info@acnw.ca before 5:00 pm on April 17, 2023. Include "Summer 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.