

ARTS AND CULTURE ASSISTANT

1. Nature and Scope of Work

This is specialized arts and cultural work assisting in the planning, programming, preparation, production and implementation of arts and culture services, programs, special events and activities. An incumbent establishes and maintains effective working relationships with a variety of community groups, organizations and artists; assists with marketing and promotional activities related to arts and culture activities. This position recruits, trains and directs volunteers providing support for various arts and culture initiatives and activities. The incumbent prepares and maintains a variety of related reports, records and correspondence. Duties are performed within established policies and guidelines but considerable independent judgement and action are exercised with respect to matters of routine nature, while difficult or unusual problems are referred to a supervisor. Work performance is reviewed in terms of quality and effectiveness of services rendered and achievement of desired objectives.

2. Illustrative Examples of Work

In conjunction with a superior, assists in the planning, programming, preparation, production and implementation of arts and culture services, programs, special events and activities; works with planning teams on development of activity schedules; requisitions supplies, materials and equipment; coordinates the bookings of recreational facilities, galleries, grounds, or parks; monitors the progress of programs, events and activities for emerging issues such as schedule changes, no shows, inclement weather, visitor safety concerns and seeks to resolve problems which arise, arranges for back-up resources as required. Obtains and organizes required equipment; transports equipment and loads and unloads vehicles; assists in the set-up of various items such as signs and banners, tables, chairs, information supplies and other small equipment and maintains equipment inventory.

Identifies contracted equipment and service needs for arts and culture activities; monitors and follows up with contractors to ensure goods and services are provided; researches and recommends sources for services such as catering, venue, tents, equipment suppliers, initiates purchase requisitions, forwards invoices for payment, arranges for discounts as appropriate and advises superiors of additional resource requirements.

Establishes and maintains effective working relationships with a variety of internal and external contacts; provides assistance to a variety of community groups and municipal staff involved in arts and culture community development; may act as a liaison between community groups and the cultural services team.

Recruits volunteers, provides orientation, direction and oversees activities as required.

Liaises with internal departments and a wide variety of community organizations, special interest groups, artists, contractors, partners, organizations and municipal staff to assist and coordinate support for involvement in arts and culture activities.

Establishes and maintains relationships with community donors and sponsors, seeks out new as required.

Assists with marketing and promotional materials and activities such as maps, signs and orientation packages; assembles orientation packages, assists with coordinating the design, production and distribution of promotional material for social media, web and print including distribution of same; updates website as required.

Maintains a variety of files, records, reports and correspondence related to the work such as those related to event revenues and petty cash expenditures; prepares cheque requisitions; issues receipts and handles cash.

Performs related work as required.

3. Required Knowledge, Abilities, and Skills

Sound knowledge of practices and procedure related to organizing and implementing special events.

Working knowledge of the applicable policies, regulations and rules governing the work.

Ability to provide assistance and direction to community groups and municipal staff involved in developing, planning and implementing arts and culture activities in the community.

Ability to provide orientation for and recruit, train, direct and oversee the work of volunteers.

Ability to establish and maintain effective working relationships with a variety of external groups, and organizations, as well as internal contacts and community groups as it relates to community development.

Ability to assist with marketing and promotional materials, design and production of same.

Ability to prepare and maintain all files and records and reports related to the work.

4. Desirable Training and Experience

Completion of a post-secondary diploma in arts or cultural services, recreation or related discipline plus sound related experience or an equivalent combination of training and/or experience.

St. Johns First Aid or equivalent desirable but not required.

5. Required Licenses, Certificates and Registrations

Driver's License for the Province of British Columbia.