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## PARKS, RECREATION AND CULTURE CAREERS

The City of Surrey is a place of innovative transformation and accelerated growth—where the future is limitless and possibilities are endless. If you are excited about helping to build the city of tomorrow—and you share our values of integrity, service, teamwork, innovation and community—join us, today.

### Performing Arts Program Assistant

(CSA 5 RPT - 3 days per week, includes some evenings & weekends)

The Performing Arts Program Assistant is responsible for carrying out a variety of organizational, promotional and administrative responsibilities related to performing arts programs for the Surrey Civic Theatres (SCT). These include theatre presentations, courses and workshops, summer camps, and special events. Working as part of a team, the Performing Arts Program Assistant will assist with the day to day development and marketing of programs and services, database mining as well as program creation, planning, implementation and evaluation.

The successful candidate must have a performing arts background; a good understanding of publicity, marketing and patron development concepts, and strong written and verbal communication skills. Basic experience working with digital images is also required. The Performing Arts Program Assistant will work in a dynamic arts environment and must excel at multitasking and meeting deadlines. Other required attributes include being creative, detail-oriented, with experience working with performing artists and a considerable understanding and knowledge of the performing arts community, cultural programs, their purpose and objectives.

Applicants must have a degree/diploma from a recognized post-secondary institution in an area relevant to the position, plus 2 years progressively responsible experience in the area of specialty, including supervision, or an equivalent acceptable combination of training and experience. Experience in developing, presenting and marketing performing arts programs is preferred.

This position requires the applicant to accommodate the flexible needs of the SCT. Days of work and hours will vary according to the demands of the SCT schedule.

Applicants under consideration will be required to consent to a Police Information Check.

To apply online, go to our website.  
[www.surreycareers.ca](http://www.surreycareers.ca)

integrity | service | teamwork | innovation | community



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