

This Place, This Team, And You: District of West Vancouver

COMMUNITY ARTS SUPERVISOR

The District of West Vancouver is seeking a permanent full-time Community Arts Supervisor to join our Parks, Culture, & Community Services Division. This position will be responsible for liaising with and providing professional support to community organizations and individuals interested in the visual arts, as well as overseeing exhibitions and arts programming at the Ferry Building Gallery.

This position requires the incumbent to:

- Plan and implement an annual series of visual arts exhibits and programs for the Ferry Building Gallery;
- Develop, implement, market, supervise and evaluate visual arts activities and programs, as well as assigned special events and projects;
- Represent the municipality as an arts information resource by facilitating and/or participating in the development of visual arts programs and services amongst diverse interest groups through meetings, workshops, presentations, media exposure and education;
- Lead and instruct various arts programs and activities;
- Plan, assign, supervise and review the work of a group of staff, students, and volunteers engaged in visual arts programs;
- Develop and oversee a program budget for the assigned activity areas in accordance with the municipal standards and procedures while coordinating fundraising and sponsorship efforts to support arts exhibits and programming;
- Perform a variety of administrative duties including liaising with District staff for the day to day maintenance and operation of the Ferry Building, and;
- Perform other related duties as required.

The preferred candidate will possess: excellent oral and written communication skills; the ability to establish and maintain effective working relationships; the ability to exercise considerable independent judgment, initiative, tact, and diplomacy; thorough knowledge of the principles, practices, philosophy, budgeting, marketing, and objectives of public visual arts exhibitions, galleries, programs and services; and knowledge of staff and volunteer management principles and practices.

The successful candidate has a Driver's License for the Province of British Columbia; an arts degree or diploma including or supplemented by courses in related disciplines, plus sound related experience in art history, exhibition preparation, volunteer management, fundraising, educational program development and supervisory experience, or an equivalent combination of education and experience.

The successful candidate is required to supply a criminal record check and a copy of their credentials.

This posting does not list all the duties of the position, nor does it fully detail the required skills, knowledge and abilities, licences and certificates required of candidates. For details please refer to the Class Specification which is available for inspection in the Human Resources Department or on Westnet.

Position Status:	WVMEA (Union) – Permanent Full-time
Hours of Work:	37.5 hours per week (hours and days of work may vary)
Rate of Pay:	\$31.82-\$37.48 per hour (2016 rates)
Closing Date:	Noon, Monday, March 27, 2017
To Apply:	Please visit the District of West Vancouver's Career Portal at www.westvancouver.ca/careers in order to apply for this position. Please note that all candidates must apply through the Career Portal; we no longer accept resume via email, mail, fax, or in person.

We want to thank all applicants, however only those chosen for an interview will be contacted.