
ARTREACH PROGRAM ASSISTANT

JOB PURPOSE

To provide support to staff in planning, funding, promoting and implementing various arts programs for the Charlotte Street Arts Centre, to take leadership roles in the planning and delivery of EKPAHAK week-long day camp for First Nations Youth and NB Girls ROCK!, a week-long band camp for female identified youth and a 3-day camp for Fredericton Mental Health.

SUMMARY

The Charlotte Street Arts Centre delivers unique and dynamic programming to the greater Fredericton community. The ArtReach Program Assistant will aid in the planning, promotion and execution of our summer programs and will provide hands-on support during events, interfacing with partner organizations, funders and clients. The Arts Programming Assistant will support projects including, but not limited to:

- ArtReach: barrier-free arts programming offered to our local partner organizations. Specifically assisting in the planning, organizing and facilitating of EKPAHAK and NB Girls ROCK! & Fredericton Mental Heal summer camps.
- Administration & programming: the ArtReach Program Assistant provides support in the delivery of various administrative duties and aids in the delivery of various arts programming.

Salary

The position pays \$12/hr. and is based on a 30-hour work week.

PRIMARY DUTIES & RESPONSIBILITIES

The ArtReach Program Assistant reports to the ArtReach Program Coordinator and is responsible for performing tasks required for the successful implantation of new and existing programs. In addition to these tasks the ArtReach Program Assistant may be asked to offer aid in providing administrative and programming support services, such as:

- Assist with the planning and organizing of ArtReach summer camps;
- Assist with exhibition openings and other CSAC programming;
- Create and manage calls for submissions for FEST FORWARD, and gallery exhibitions;
- Work in tandem with the ArtReach Program Coordinator to seek out new funding opportunities for ArtReach;
- Assist in the identification and securing of sponsorship for FEST FORWARD;
- Organize and replenish ArtReach supplies and storage, purchase necessary supplies for programs;

- Improve CSAC social media and promotion networks to increase online profile;
- Perform general clerical duties such as reception, document production, inventory and filing, including updating the general filing system - paper and computer-based;
- Supply information, maintain and update records, statistics and documentation, shred old documents;
- Put up posters, distribute brochures, update bulletin boards, sandwich boards and chalkboards;
- Receive, direct and relay telephone calls, voicemail and fax messages from the main business line to appropriate staff;
- Greet walk-in visitors in a helpful and efficient manner, including courier services and rental clients.

SKILLS & COMPETENCIES

- Excellent writing and comprehension skills in English;
- Working knowledge of local non-profit arts organizations;
- Training and experience in at least one arts discipline (drama, visual arts, music, etc);
- Driver's License, First Aid Training and access to a laptop are considered assets;
- Highly organized, able to multi-task and juggle multiple projects;
- Confident, able to make meaningful connections with community partners and clients;
- Flexible, willing to take on new projects and initiatives with enthusiasm;
- Motivated and able to work independently without constant supervision;
- Must be able to lead small groups of volunteers and program participants.

WAGES

The ArtReach Program Assistant will be paid \$12/hr for 30 hrs/week. They will be expected to work the majority of the 30 hours in the CSAC office. Hours may be flexible, as long as flexibility does not affect the efficiency and flow of CSAC staff work and events.

Please send a resume and cover letter to director@charlottestreetarts.ca by May 19th.