



STILL MOON ARTS

Still Moon Arts Society
3690 Vanness Avenue, Vancouver, B.C. V5R 5B6
www.stillmoonarts.ca | FB/IG @StillMoonArts
Charitable Registration# 85625 3943 RR0001

Eco-Arts Programs Manager

About us

Since its founding in 2004, Still Moon Arts Society (Still Moon) has used the power of artistic experiences to move and engage people in the Renfrew-Collingwood neighbourhood and beyond. We are a model for community engagement, youth leadership, and environmental action through art and stewardship.

The Role

The Eco-Arts Programs Manager coordinates and oversees Still Moon's Art Programs taking direction from the Artistic Director and being supported by the Operation Manager. This role will have a Canada Summer Jobs (CSJ) student to support their responsibilities. Still Moon has recently received funding for large projects and requires support in detailed project planning and implementation. The chosen candidate will be passionate about arts, nature and community engagement. Program planning, supervisor experience and exceptional time management is required.

Responsibilities

Alder Eco Arts Hub: Programs and Events to Coordinate

- Community Artists Program with Collingwood Neighborhood House and Sarah Ross House
- Colour Me Local Dye Garden
 - Dyers and Gardeners Club
 - Natural Dye Classes
- Dyers Guild
- Beaver Pondering Lodging
- Community led Beaconsfield Wetland and Ecosystem Connection (Minimal)
- Events: Foragers Feast, Dawn Chorus

Program Requirements

- Create and implement project and project plans, as needed; present and get approval from Artistic Director and Operations Manager
- Create an engaging and relevant experience for participants and volunteers
- Collaborate with marketing manager writing marketing material for Alder Programs
- Communicate with program participants prior to and after events
- Coordinate volunteers for events; Assess volunteer needs of Still Moon on a broader basis; Potential to support volunteer coordination for Moon Fest
- Liaise with community contacts
- Organize events with support of CSJ student
 - Source and picking up materials; harvest plants
 - Event set-up and take down
 - Leading demonstrations - natural dying, weaving with plants or other eco-arts
 - Organize and file participant consent and emergency information forms
 - Talk about Still Moon to the public
- Maintain statistical reporting
- Supervise and support CSJ student



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- Operate expenditures within program budgets with support from Operations Manager
- Support permit applications for Beaver Pondering Lodging
- Assess studio needs at the Alder, i.e. purchasing, cleaning, inventory etc.
- Support bookings and rentals of venues and equipment, as necessary
- Support interim or final reports, as necessary

Youth Committee

- Support monthly Youth Committee and Youth Committee Leadership Team Meetings
- Support Youth Committees involvement with Moon Festival in collaboration with Moon Fest Production Manager
- Mentor Youth Committee Leadership Team to take initiative in leading their own meetings and projects
- Oversee initiatives decided on by Youth Committee

Qualifications

- Experience in project/program management: creating timelines and schedules, liaising between parties, delegation, tracking and evaluation, supporting volunteers
- Supervisory experience; has demonstrated leadership qualities
- Experience facilitating diverse groups, including youth; has demonstrated their ability to create a warm and welcoming environment
- Experience in the arts, weaving and natural dying, an asset
- Demonstrated ability to manage concurrent tasks and projects; excellent organizational skills, including time management and prioritization
- Demonstrated ability to work independently, set own deadlines, and take initiative
- Demonstrated ability to adapt to varying work environments
- Excellent written and verbal communication; second language an asset
- Post-secondary studies in arts, arts management or a related field, an asset
- Proficiency in Google Suite; Experience with Asana, an asset
- Personal computer required; License and access to a car, an asset

Salary: \$ 24 - 26 per hour

Start Date: April 6th

Schedule: 30 - 35 hours per week

Location: Renfrew-Collingwood Community, Vancouver

Please submit your resume and cover letter by March 17th, to Lindy Johnston at
lindy@stillmoonarts.ca.

Still Moon Arts is an equal opportunity employer. We encourage individuals from a variety of backgrounds to apply, including LGBTQ folks, women, Indigenous folks, and people from visible minorities.