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Honorary Patron, The Honourable Arthur J. LeBlanc, ONS, QS, Lieutenant Governor of Nova Scotia

Giving Voice to Canadians through Arts, Passion, and Wonder

NOW HIRING: ARTS PROGRAMMER

About Us:

The Ross Creek Centre for the Arts is a unique institution in Canada, bringing together the best in arts education for youth with community and professional artist programs. The Ross Creek Centre for the Arts is a research and development centre for the arts of all disciplines and cultures, and is proud to help facilitate the development of new art from around the world in wonderful facilities on a spectacular farm in rural Nova Scotia. We are a non-profit association and rely on donations, earned revenue and public investment. We are proud to help facilitate the development of new art from down the road and around the world in a spectacular setting in rural Nova Scotia. Two Planks and a Passion is an award-winning professional theatre company in residence at the Ross Creek Centre for the Arts, offering exquisite outdoor productions in a spectacular setting. Our work is the result of a unique marriage between nature and the artistic imagination.

Hiring Values:

The Ross Creek Centre for the Arts, which is grateful to be welcomed in Sipekne'katik, one of the seven regions of Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq people, is looking for innovative and creative individuals who care about arts in the community and who love rural living. The Centre is committed to creating a great team environment and is proud to be an equal opportunity employer, with a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status, and we strongly encourage applicants from diverse backgrounds to apply.

ARTS PROGRAMMER: Winter 2023 with possibility of extension

The Arts Programmer is part of a small and fabulous team that ensures both the facilities and programming/event materials are planned and implemented in accordance to our educational philosophy. The program audiences are varied, and may include programming for young children, school groups, seniors, artists in residence, or masterclasses and include contracted faculty or the programmer themselves. The programmer works to ensure a warm Ross Creek welcome and the highest standards of arts programming are provided for all. The Arts Programmer will implement existing programming for the duration of the family leave and design new programs as possible. Reporting primarily to the Executive Director, the Arts Programmer is a six month term position for a family leave, with the possibility of extension into a full-time permanent position. The Arts programmer provides program and event planning, preparation, implementation, and evaluation both at Ross Creek and its secondary location the Annex. See full description on next page.

Experience: Arts, Theatre, Music, etc.

Term: December 2022 for orientation - January - June 2023 with the possibility of extension.

Rate: Hourly 18.50-19.50\$ depending on experience, 40 hours a week (all breaks are paid) *Accommodation on site may be provided if needed.*

Deadline: November 20, 2022 though a suitable candidate will be hired as soon as possible.

Apply to: chris@artscentre.ca with the subject line ARTS PROGRAMMER, and please include:

1. A cover letter about what interests you about our work and the position,
2. A CV, including 2 references with emails

While we appreciate all applications, only those selected for an interview will be contacted.

Make a difference while having a great time as part of a fabulous team dedicated to the arts, community, and the environment in a beautiful facility on 178 acres of field and forest.



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Position: Job Description - Arts Programmer

Employment Term: Term position, Hourly for 6 months, with possibility of permanent contract to follow.

Job Description:

Reporting **primarily** to the Executive Director, the Arts Programmer is a six month term position for a family leave, with the possibility of extension into a full-time permanent position. The Arts programmer provides program and event planning, preparation, implementation, and evaluation both at Ross Creek and its secondary location the Annex. This position may work a modified work week (Wednesday through Sunday) or as programs, events, and rentals require.

The Arts Programmer will implement existing programming for the duration of the family leave and design new programs as possible. The program audiences are varied, and may include programming for young children, school groups, seniors, artists in residence, or masterclasses and include contracted faculty or the programmer themselves. The programmer works to ensure a warm Ross Creek welcome and the highest standards of arts programming are provided for all.

The Arts Programmer further supports programming through the breakdown, turnover, and **organization** of program spaces, materials, and facilities.

Responsibilities and Duties:

Programs:

- Learn about and carry out existing programming as planned for the family leave, including teaching when appropriate;
- Support program administration according to program needs (welcome emails, registrant sign in/out forms, dietary forms, evaluations, etc.);
- Answer questions in a timely way via phone, email, in person regarding programming and events;
- Supervise and set up materials and supplies for programs and events both onsite and off;
- Support and/or Coordinate volunteers requirements for programs and events;
- Supervise and/or ensure set up/strike for programming and event areas as required;
- Supervise youth and adult volunteers in a nurturing and teaching environment;
- Be an ambassador at all times for the Centre and its facilities, people, and programs.
- Work with staff to continuously improve the Ross Creek Welcome for all guests.

Facilities:

- Supervise and/or ensure facility set up according to program, rental, and event needs (programming rooms, residency studios and dining areas);
- Supervise and/or ensure turnover of accommodations for visiting artists, instructors, clients, and program participants;
- Supervise and/or ensure Centre and Annex support facilities and public areas are maintained and cleaned to standards;
- Other duties as assigned.

Qualifications and Experience:

Successful candidates will have or strive to achieve:

- Valid driver's licence and reliable vehicle;
- Google workplace knowledge;
- Skill in working independently and as collaborating with a team;
- Well-developed organisational, interpersonal and communication skills;
- Commitment to championing diversity and inclusion within the workplace;
- Food handler's safety certificate is an asset;
- Fall protection certificate is an asset;
- Vulnerable Sector Background check