



CELEBRATING OUR ARTS & HERITAGE

Box 2314
Dawson Creek, BC V1G 4P2
www.southpeacearts.ca

Position: Community Coordinator

Permanent, Part-time Position, 10/hrs wk (ability to work flexible hours during events)

Closing Date: Until filled

Start Date: December 2024

The South Peace Community Arts Council was formed in 1969 as an umbrella organization to help coordinate the work of the cultural groups within the City of Dawson Creek and surrounding area. It has been designed to stimulate and encourage the development of cultural projects and activities as well as foster an interest and pride in the cultural heritage of our community.

Community Coordinator:

A successful candidate must deliver strong leadership by working cooperatively and creatively with both Board and public to deliver professional programming, community events, advocate for local and regional arts and assist member groups/individuals. Qualified candidates must be experienced in business administration, setting budgets and must understand financial statements. Experience working with a not-for-profit society is desired.

Qualifications:

- Organized, self motivated and works well with the public
- Experience with grant writing and reporting
- Experience creating and managing budgets
- Experience with office software including Simply Accounting, Excel
- Experience with Canva
- Coordinate and develop annual events including Circus Camp and Fusion Fest
- Maintain a strong relationship with local arts groups.
- Comfortable presenting to small groups
- Experience with social media
- The successful candidate will require a criminal records check
- Applicants must provide work related references.
- Able to attend regular monthly meetings (12pm - 2nd Tuesday of each month)

Please submit resumes in person to the Dawson Creek Art Gallery
Attention: Katlin McNabb,
or by email: artadmin@dcartgallery.ca

In Person:
Dawson Creek Art Gallery
101 - 816 Alaska Ave
Dawson Creek, BC V1G 4T6