



Employer: The ACT Arts Centre (The Maple Ridge Pitt Meadows Arts Council)
Position Title: Arts Learning Programs Manager
Reporting to: Artistic and Executive Director
Manages: Arts Learning Programs Administrative Assistant;
Artistic Administrator
Employee Status: Full-time, salaried, exempt
Application Deadline: Until filled
Liaises with: Senior Management team; contract instructors;
City of Maple Ridge Parks and Recreation Program Managers

The ACT Arts Centre (The ACT), centered in the heart of the scenic, growing community of Maple Ridge, is the leading provider of engaging, vibrant and excellent Arts Learning Programs, Gallery Exhibitions and Performing Arts Presentations for the growing communities of the region. Opened in 2003, the 486-seat theatre, studios, classrooms and Art Gallery are home to many cultural and community events, delivering an impressive array of diverse arts and cultural programming and activities to over 80,000 patrons annually.

Position Summary:

A member of the Senior Management team+, the Arts Learning Programs Manager. joins a dynamic, energetic, and creative professional administrative team, with the responsibility of providing leadership in all areas of the ACT Arts Centre's learning and experiential programs.

The ALPM envisions, develops and ensures successful delivery of a diversity of introductory and progressive arts educational and learning programs for all ages, from infants to seniors, by developing and overseeing courses, classes and activities in the areas of music, theatre, dance, the visual arts, ceramics and digital media. The ALPM is responsible for meeting departmental and organizational goals set out in the ACT Art Centre's Strategic Plan.

The ALPM recruits, staffs and manages 300+ classes and activities annually, currently serving 4,000+ participants of all ages. The majority of learning programs are coordinated with and promoted through the City of Maple Ridge Parks, Recreation and Culture Department, with additional programs offered in after-school programs for School District 42, local Home Learning classes and in special projects. The ALMP also develops programs for schools, including ACT Art Gallery Exhibition tours and workshops. Programs take place within the facility's teaching studios and in outreach locations throughout Maple Ridge.

In addition, the ALPM organises community events and activities as part of initiatives such as Culture Days, WinterFest, Canada Day, and Family Day.

The position manages and supervises departmental staff, providing direction and leadership in daily and weekly operations and in long-term planning; and liaises with the artistic staff and Executive Director to envision and coordinate learning opportunities around Gallery exhibitions and the ACT Presents performing arts series.

The Arts Learning Programs Manager is passionate about the power of making and learning in traditional and evolving art forms to transform lives and communities and committed to delivering exceptional learning experiences to a growing community.

Specific Responsibilities:

Program Content and Curriculum:

- Develops and manages all arts learning programs, courses and classes for the ACT Arts Centre for participants of all ages and abilities, including:
 - Recruiting, hiring, managing and assessing a team of contract instructors to develop introductory and progressive class curriculums and content in areas of the visual, digital and performing arts, currently in the areas of Theatre, Dance, Music, Visual and Digital Arts.

- Planning an on-going suite of arts learning programs each term – Fall, Winter, Spring, Summer – and special programs for Spring Break and holidays.
- Working with input from SD 42 and educators, designing and scheduling Arts Learning Programs opportunities for SD 42 schools, both during the school day and as part of the after-school program
- Working with Home Schooling groups to program classes
- Works with contract instructors to design content and delivery for SD 42 educational school tours and workshops for select Gallery exhibitions.
- Develops new programming/activities that strengthen and increase the opportunities for arts learning in the community.
- Seeks out new opportunities for learning programs through collaborations within the community.

Works closely with Marketing Department to promote classes and other learning opportunities.

Management Responsibilities:

- Supervises and supports all department staff.
- Monitors, and administers department budget, work plans, and reports.
- Monitors and reports on department strategic plans
- Acts as the liaison for board committees as assigned
- Acts as an Arts and Culture representative on various community and municipal taskforces and committees as may be assigned.

Administrative

- Negotiates and executes annual contracts for all instructors
- Approves and oversees processing of instructor invoices/timesheets
- Oversees the set-up, data entry and reporting for programs in Perfect Mind software system.
- Oversees departmental statistics and program evaluation
- Ensures learning spaces are properly set up and materials are appropriately stocked and provided for classes and activities.
- Assists as needed with Departmental grant applications and reporting

Coordination of Community Initiatives:

- Liaises with the City of Maple Ridge Parks, Recreation and Culture Programmers
- Coordinates learning activities that promote ACT arts learning programs at community events produced by the ACT Arts Centre and in appropriate off-site community events,

Other responsibilities:

- Works collaboratively with peers across the organization to set strategy, looking for synergies across functions.
- Other duties, projects and responsibilities as assigned by the Executive Director.

Qualifications:

- Post-Secondary Degree in visual or performing arts, arts education, or a related field.
- Minimum two years' experience and proven track record as a Programmer or Manager in a community setting, or equivalent combination of education and experience.
- Excellent written and spoken communication, leadership, interpersonal and presentation skills.
- Experience managing a team of staff.
- Creativity and entrepreneurial drive.
- Demonstrated excellence in organizational and administrative skills with a high attention to detail; ability to help drive projects to completion and multi-task in an environment with multiple deadlines.
- Experience and/or knowledge of BC curriculum in general and SEND programming (Special Educational Needs and/or Disabilities) is an asset
- A current BC driver's license and access to a reliable vehicle an asset

- Ability to work occasional weekends and evenings
- Must submit to a criminal background check.

Three professional references will be required of advancing candidates.

Compensation: \$65,000 - \$70,000 per annum, based on experience; paid vacation; extended health package upon successful completion of 3-month probationary period.

How to Apply: Please submit a cover letter and resume by email to with the subject line "ALP Manager" to: humanresources@mract.org.

The Maple Ridge and Pitt Meadows Arts Council and ACT Arts Centre is committed to upholding the values of equity, diversity, and inclusion in our performing, learning, volunteering, and work environments. We welcome applicants who will work respectfully and constructively with differences among a broad spectrum of employees and members of the community.

No phone calls please – only those short-listed for interviews will be contacted.

We wish to thank all those who apply. We encourage people to view our website for future job postings.