

home to our
arts community

PLACE DES ARTS

JOB POSTING FACILITIES AND TECHNOLOGY ASSISTANT PERMANENT FULL TIME (37.5 hours per week)

Are you seeking an opportunity to work with talented people in the non-profit arts sector? Do you value community, quality and collaboration? Come join our team! We are seeking a detail-oriented, critical thinker who is tech-savvy. You are approachable, flexible and eager to learn about and contribute to the day-to-day operations of a busy arts centre.

ABOUT PLACE DES ARTS

Founded in 1972, Place des Arts is a not-for-profit arts education centre with a mission to inspire the artist in everyone. Located in Coquitlam, we offer quality instruction for all ages and skill levels in the visual, literary and performing arts. Our Artisan Shop and galleries support local emerging artists, and our events and performances make Place des Arts a cultural hub, drawing together diverse members of the community to experience the arts.

ABOUT THE POSITION

Reporting to the Facilities and Administrative Coordinator (FAC), the Facilities and Technology Assistant (FTA) oversees internal room bookings, facility rentals and maintenance schedules and supports the FAC with facility operations. The FTA troubleshoots minor technical issues related to online programming systems and sound equipment for staff, renters and instructors.

The FTA regularly works Tuesday to Saturday from September to June and Monday to Friday during July and August. Flexibility to work occasional evening and Sunday shifts is required.

SPECIFIC ACCOUNTABILITIES:

- Oversee facility bookings and room set-ups for classes, events and rentals.
- Maintain fixed asset inventory.
- Schedule and liaise with contractors to maintain facility spaces and infrastructure.
- Assist with building security procedures and the maintenance of systems and equipment.
- Train and respond to instructor and artist inquiries for technological/IT support relating to online programming systems as well as camera and sound equipment.
- Other duties as assigned.

QUALIFICATIONS, SKILLS AND EXPERIENCE:

- 3 to 5 years of experience using Office 365 applications, with an extensive knowledge of Excel and Outlook.
- Comfortable and confident with computers, tablets, smartphones, video cameras, sound and recording equipment.
- Ability to think critically and creatively.
- Ability to work independently and to take initiative.
- Experience managing multiple tasks and projects.
- Excellent command of both written and spoken English.

- Arts knowledge/background is an asset.
- Current First Aid and CPR certification is an asset.

REQUIREMENTS

- Police Information Check including a vulnerable sector check.
- Ability to work in a shared workspace.
- Ability to work evenings and weekends
- Ability to do physical work and lift up to 30 lbs.
- Ability to assist with facility maintenance and room set-ups for events.

The application of Place des Arts COVID-19 vaccination policy is currently suspended however, should the policy be re-implemented, it will be a requirement for all current and future employees.

HOW TO APPLY

A cover letter, résumé and references must be submitted by Sunday, October 9, 5:00 PM, by email to: opportunities@placedesarts.ca, attention Joan McCauley, Executive Director. Place des Arts would like to thank all prospective applicants for their interest; however, only those selected for interviews will be contacted.

REMUNERATION

This is a permanent, full-time position (37.5 hours/week) with a starting salary of \$46,500 and three weeks vacation. Benefits include extended health, Municipal Pension Plan and 12 paid sick days per year.