



Executive Director:  
Ms. Chris O'Neill

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

**GIVING VOICE TO CANADIANS THROUGH ARTS, PASSION, AND WONDER**

## Arts Programmer - Position Summary

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. Come work at a place where we value creativity and the idea of arts and culture being central to building community. Working with our Program Director and Executive Director, you will help develop and implement new programs and ensure our existing programs are executed with care and thoughtfulness, both at our main campus, at the new Ross Creek Annex, and offsite. You will have a chance to bring your knowledge and skills to bear with program delivery and volunteer coordination, mentorship and also being mentored in your creative career path. Working as part of a small team, you will be an ambassador for our programs and for the importance of arts and culture in the community and help us fill gaps in the community in creative lifelong learning, with a focus on relationship building to ensure our programs are accessible and reflective of our diverse community.

We value applications from artists or arts administrators from any discipline (visual arts, theatre, music, film, etc) and **because this is a Young Canada Works funded position, the successful applicant must be 30 or under, and a Canadian citizen or permanent resident.**

**Rate:** \$35,000-\$38,000 to start depending on level of experience

**Benefits:** Co-pay health and dental package, creative renewal, etc.

**Type of Employment:** salaried, onsite work with expectations of flexible schedule to accommodate events and performances on occasion.

**Location:** Canning, NS *Note: Must have own transportation, Ross Creek Centre is not on a public bus route. \*Potential to stay onsite for a short period..*

**Deadline:** ASAP

### How to Apply:

Via email to [chris@artscentre.ca](mailto:chris@artscentre.ca) with the subject line **Arts Programmer Position**, 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

### 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 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 Lnu people, is looking for innovative and creative individuals who care about culture and 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.



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**Position:** Arts Programmer

**Employment Term:** Full Time, Salary w/ benefits

**Job Description:**

Reporting to the Program Director, the Arts Programmer is a part of the programming team. The Arts Programmer provides program and event planning support, preparation, implementation, and evaluation both at Ross Creek and its secondary location the Annex. This salaried position may work a modified work week (Wednesday through Sunday) or as programs, events, and rentals require.

The Arts Programmer is part of a small team that ensures both the facilities and programming/event materials are planned and implemented in accordance with our educational philosophy and may include on and offsite programming for young children, school groups, seniors, artists in residence, or masterclasses. The Arts Programmer further supports programming through the breakdown, turnover, and organisation of program spaces, materials, and facilities. The Arts Program Director assumes the overall responsibilities of the Camp Director outside of the summer season and implements the items that are listed in the attached Camp Director job description.

**Short-form Responsibilities and Duties:**

**Programs:**

- May teach workshops, school programs and outreach programs at the Centre and Annex;
- Facilitate outreach programming (offsite programming);
- Communicate effectively, build and maintain relationships with core communities
- Facilitate access to all programs
- Supervise and set up and take down programs and events both onsite and offsite;
- Coordinate and 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.
- Other duties as assigned.

**Administration:**

- Support program administration according to program needs
- Ensure records relating to program planning delivery and evaluations are well maintained
- Other duties as assigned.

**Qualifications and Experience:** We expect that successful candidates will have or strive to achieve:

- Well-developed organizational, interpersonal and communication skills;
- Vulnerable Sector Background check.
- Valid driver's license and reliable vehicle;
- High degree of Computer Literacy
- Significant knowledge of the arts as a practicing artist or education.
- Skill in working independently and as collaborating with a team;
- Experience working with children/youth;
- Well-developed organizational, interpersonal and communication skills;
- Commitment to championing diversity and inclusion within the workplace;
- High level of proficiency in reading and writing English - other languages also welcome!
- Sense of humour & dedication to culture