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## **ARTSEA PROGRAM SUPPORT**

### **ArtSea Community Arts Council**

**ArtSea Gallery and Office at Tulista Park in Sidney BC**

9565 Fifth Street Sidney BC V8L 1T3

**ArtSea** is managed by a volunteer Board of Directors, volunteer program leads and administrative employee. Current ArtSea programs include the Sidney Fine Art Show, Studio Tour, ArtSea Festival and Gallery events and rentals.

**ArtSea** is offering a service contract to a qualified individual to provide support to the ArtSea organization including:

- marketing (web, print, social media)
- writing proposals and plans
- assisting with grant applications
- technical support for public presentations and meetings
- scribing bi-monthly Board meetings
- communicating with Board and volunteer committees

#### **Qualifications:**

- Competent in Microsoft Office suite of programs
- Experience with nonprofit or arts organizations
- Excellent written and verbal communication skills
- Ability to use these skills effectively in organizational and community contexts
- Knowledge of marketing, promotion and fundraising principles, strategies, and techniques
- Knowledge of effective communication techniques in working with the public, community groups, artists, performers, media and others associated with the delivery of cultural arts programs
- Experience working with and coordinating volunteers
- Enthusiastic about working cooperatively and on a team
- Able to work effectively independently

Hourly Rate: \$20

Estimated hours per week: 15

Email inquiries **Re: ArtSea Program Support Services** to [admin@cacsp.com](mailto:admin@cacsp.com)

**Submit resume and cover letter to:**

**Diane Thorp, President**

**ArtSea Community Arts Council**

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