



## ROSS CREEK CENTRE FOR THE ARTS AND TWO PLANKS AND A PASSION THEATRE

### **Position:** Visitor Services Coordinator

If you love the Arts and a want to get to know the countryside on the Bay of Fundy better, this is the job for you. Imagine spending a summer surrounded by professional artists, kids having the time of the their lives at a spectacular arts camp and VIPS attending a summer festival with live outdoor theatre, music and more, all on 186 acres overlooking the Bay of Fundy, close to Acadia University and New Minas.

**The Ross Creek Centre for the Arts** is looking for a student to fill its summer position of Visitor Services Coordinator. This person will work closely with programming staff to ensure a great experience for everyone at Ross Creek, whether the teaching artists, the camp kids and counsellors, the actors and musicians or the audience members. This will give you lots of great experience, from working with databases to assisting with Opening night events to ensuring audience needs are met.

### **Job Description:**

- To provide visitor services and volunteer management for Ross Creek Centre for the Arts' summer programs, including summer art camps, arts festivals and the live outdoor theatre produced by Two Planks and a Passion Theatre
- In an exciting and fast-paced atmosphere, the Visitor Services Coordinator will work with staff and volunteers to ensure the success of the Centre's summer experience, including the live outdoor theatre production of Rockbound at the Centre during July and August
- Summer Camps and Outdoor theatre present specific challenges and it is essential to ensure visitors are made to feel welcome and comfortable from their first visit to our website to their artistic experience to their last look down the driveway as the sun sets over the property

### **Qualifications:** Post-Secondary Students returning to studies in the fall

- Strong English written and verbal abilities
- Professional telephone & public speaking manner
- Organizational skills and the ability to multitask
- Professional, positive and creative attitude
- Proficient computer use (WORD, Excel & Publisher)
- Reliable transportation
- Interest, experience in and/or passion for the arts
- Love of the being with the public, children and artists
- A great sense of humour and love of the outdoors

**Dates:** May to August 2011 **Salary:** 12/ hour 35 hours must be able to work evenings and weekends

**Location:** Canning, NS

**Deadline:** April 15, 2011

**Note:** Must provide your own transportation – most summer interns prefer to live in Wolfville.

The Ross Creek Centre for the Arts is a multi disciplinary arts education and development centre based on 186 acres of farm and forest in Nova Scotia's Annapolis Valley. Our facilities and programs are designed to serve the artistic and cultural communities of Nova Scotia, of Canada, and of the world, with a focus on professional artist development, youth education and Aboriginal arts programming.

[www.artscentre.ca](http://www.artscentre.ca)

[www.twoplanks.ca](http://www.twoplanks.ca)