

The Butchart Gardens is looking for a qualified individual from within the company to fill the following position:

DEPARTMENT: ARTS AND ENTERTAINMENT
POSITION: VISUAL ARTS SUPERVISOR

The Visual Arts Supervisor directs and supervises the daily work of the Visual Arts staff. This position collaborates closely with Arts & Entertainment management as well as staff and managers of other departments to deliver departmental and company artistic needs. With the department manager and director, the supervisor is required to productively lead and develop staff in a positive and supportive environment.

Administration

- Provide input on potential projects for capital budgets and planning
- Contribute to the forecasting and delivery of labour expenses
- Communicate and enforce Butchart Garden and A&E department specific policies

Staff Management

- Administration and supervision of the Visual Arts team, ensuring safe, accurate and efficient working practices
- Plan and recommend Christmas staffing needs to management
- Create and maintain Visual Arts staff schedules
- Contribute to the Visual Arts team performance management, including regular check-ins and, seasonal, and annual performance reviews

Departmental Operations

- Plan and supervise installation and removal of seasonal lighting displays
- Supervise and coordinate all landscape, building and seasonal display proposals, components and installation
- Coordinate the development of project plans and monitor deadlines in relation to overall completion dates
- Coordinate repair and refurbishment of all lighting equipment and display components
- Contribute to proposals and suggestions for improvements to seasonal displays
- Coordinate maintenance of Visual Arts installation records
- Work with off-property consultants as directed by management
- Other duties as required

Requirements

- Internal – at least one year of experience within the Visual Arts team covering all aspects of installation and maintenance
- Demonstrated experience leading small and large crews of varying experience
- Calm decision maker who welcomes new challenges and adapts quickly to evolving conditions
- An excellent knowledge of applied arts, lighting implementation, display work, outdoor events, visual presentation and electrical theory.
- Working knowledge of Microsoft Office

Desirables

- Undergraduate degree or training in Fine Arts or related field
- Experience with AutoCad and project management software
- Experience working with outdoor lighting

This is a full-time, year-round position with approximately 40 hours per week. Shifts will be primarily Monday to Friday, but will require evening, weekend and shift work depending on the season. Work takes place both at a desk and outdoors in inclement weather and some duties will require heavy lifting. Remuneration will commensurate with the level of responsibility and qualifications of the successful candidate, and there will be a probationary period.

We will be accepting applications until Friday, August 15, 2025 at 12pm. Interested individuals should submit a resume and cover letter to the Human Resources Department, The Butchart Gardens, 800 Benvenuto Ave, Brentwood Bay BC, V8M 1J8 Fax: (250) 544-4455 Email: hr@butchartgardens.com

If you have any questions, please contact Rena McLeod, Director of Arts & Entertainment, Brian Goddard, Manager of Arts & Entertainment or the Human Resources Department.

We sincerely thank all those who apply, however, only those short-listed will be contacted.