

The Butchart Gardens is looking for persons to fill the following position:

DEPARTMENT: ARTS AND ENTERTAINMENT
POSITION: VISUAL ARTS ASSISTANT SUPERVISOR

The Visual Arts team at The Butchart Gardens brings our Summer Lighting and Christmas Display to life. The Visual Arts Assistant Supervisors role blends hands-on team supervision with project coordination and administration, ensuring every display is installed safely, efficiently, and to the highest standard. 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/director and supervisor, the assistant supervisor is required to productively lead and develop staff in a positive and supportive environment.

The successful candidate will be required to:

- Work with the Administrative Coordinator, maintain and update department planning documentation
- Develop proposals and suggestions for improvements to seasonal displays
- Organize and track repair and refurbishment activities for all lighting equipment and display components
- Help assign and track completion of daily tasks by the Visual Arts team members

Staff Management

- Assist with planning and supervision of the Visual Arts team, ensure safe, accurate and efficient working practices
- Provide leadership and support to the Visual Arts team when the Visual Arts Supervisor is not on site or supervising specific projects
- Foster a healthy team culture, ensuring all staff members are working to their fullest potential
- Communicate and enforce The Butchart Gardens and Arts & Entertainment department specific policies & procedures

Departmental Operations

- Assist with planning and supervision installation and removal of seasonal lighting displays
- Supervise and coordination of 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
- When filling in for the Visual Arts Supervisor, participate in weekly supervisor meetings, conduct daily stand-up Visual Arts meetings and communicate updates to Visual Arts team
- Work with off-property consultants as directed by management
- Other duties as required

The successful candidate will possess the following qualifications:

- Internal – at least one year of experience within the Visual Arts team covering all aspects of installation and maintenance
- External – at least three years of experience leading teams for complex displays or events
- 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.
- Undergraduate degree or training in Fine Arts or related field is an asset
- Experience with AutoCad, Microsoft Office, and project management software is an asset
- Experience working with outdoor lighting is an asset

This is a full-time, year-round position with a 6-month probationary period. Shifts will be primarily Monday to Friday, up to 40 hours per week, but will require evening and weekend shift work during summer and winter seasons. Work takes place both at a desk and outdoors in inclement weather and some duties will require heavy lifting. This position is also contingent upon successful completion of a physical assessment and clear driver's abstract. We offer competitive wages starting from \$32.56/hour. Remuneration will commensurate with the level of responsibility and qualifications of the successful candidate.

The position offers a benefits package, an RRSP matching program plus 1%, 3 weeks' vacation (***plus an additional 2 weeks paid staff holiday during The Gardens closure each year***), upon completion of a six-month probationary period. The position will commence at a mutually agreed upon date.

We will be accepting applications until Sunday, September 6, 2026, at 5pm. 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

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