

Job Posting: Community Events Assistant

Work Week: 37.5 hours (flexible work schedule, must be available weekdays, evenings, weekends)

Start Date: May 15, 2017 (15 weeks)

Remuneration: \$14.50 per hour + 4% vacation pay.

The **North Vancouver Community Arts Council** is a social profit organization whose mandate is to enable emerging and professional artists in all media, and to bridge cultures and build strong communities through the arts. We are seeking an enthusiastic, responsible individual to assist in the planning, organization and execution of several community cultural events.

These events include *Art in the Garden* (live music and artist displays in private North Shore gardens), the *Canada Day Artisan Fair* at Waterfront Park, and free kids' art activities held at various local community events, such as Canada Day and the Friday Night Market at Shipbuilders' Square. We are also planning a site-specific, outdoor dance event in July to celebrate Canada's 150th anniversary, called *ART+PLACE*. This position involves assisting the Events Coordinator with all aspects of these events, as well as assisting in the preparation of our two fall events, *Music in the Park* (a Labour Day celebration with live music, artist demonstrations and activities) and *Trolley Dances* (featuring site-specific dance performances around the North Shore).

Responsibilities:

The Community Events Assistant will:

- assist with the organization and production of all upcoming community events and projects
- assist with the development of sponsors and community partners
- assist with the organizing, training and recognition of event volunteers
- arrange necessary approvals and licensing for events and special projects
- co-ordinate artistic support, supplies and services for events
- assist with documentation and event assessment
- assist with event marketing & promotion
- assist where necessary on event days
- assist with other NVCAC events, programmes, and administrative duties as required

Qualifications:

The successful applicant will have:

- an interest in the arts and in developing community connections through the arts
- a high degree of computer literacy (knowledge of MS Office, Adobe Creative Suite, Wordpress, and social media platforms are an asset)
- ability to problem solve, multi-task, and prioritize
- enjoy working in a fast paced, team environment
- excellent oral and written communication skills
- effective organizational and time management skills
- a positive attitude, good work ethic and the confidence to be self-motivated and take initiative
- a full BC drivers' license and access to a vehicle is an asset

Application Deadline: Sunday, April 9, 2017 by midnight.

Please submit resume and cover letter by email (indicating Community Events Assistant in the subject line) to jointheteam@nvcartsouncil.ca.

Please note: this position is subject to funding granted by the Canada Summer Jobs program. To be considered for this position, students must be between 15-30 years of age at the start of employment; be registered as a full-time student during the preceding academic year or intend to return to school on a full-time basis next year; be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred.