

Job Posting: Events & Development Coordinator

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 a vibrant and dynamic organization of over 540 members with a proud history of serving the citizens of the North Shore and artists from throughout Metro Vancouver and beyond. We are seeking an energetic and personable individual as a key player on a team that delivers a number of community events, art exhibitions, and arts programmes at a grass-roots level, ensuring inclusiveness and accessibility.

The Events & Development Coordinator reports directly to the Executive Director and is responsible for coordinating all aspects of mounting a variety of annual events plus occasional one off events/celebrations/projects as they arise. This is a full-time position, 37.5 hours per week, however, it requires great flexibility related to the demands and timing of the events.

RESPONSIBILITIES:

- In collaboration with the ED and other team members, coordinate, promote and facilitate community events and special projects
- In collaboration with the ED, solicit, acquire, and maintain relationships with Arts Council sponsors, funders, and donors
- Responsible for creation and distribution of press releases for all events
- Responsible for general design, layout, production, and distribution of marketing materials for all events
- Responsible for full documentation of all events
- Maintenance of all digital based and paper files including archival materials
- Assist the ED with any grant writing to support events or community programming
- Assist other team members with the delivery of other Arts Council projects, programmes & events where required

QUALIFICATIONS:

- At least 2 years of work experience in a similar position, or related field
- An arts related degree or diploma from a college/university/technology institution, or comparable experience
- Proven ability to establish and maintain effective professional working relationships by exercising tact and diplomacy while maintaining the highest level of customer service
- Demonstrated ability to work independently as well as collaboratively within a team environment
- Ability to prioritize tasks and meet deadlines
- Hold a current driver's license and have full access to a reliable vehicle
- Flexibility to work evening and weekend hours when required
- Very personable with a healthy sense of humour and a conscientious work ethic

SKILLS:

- Excellent writing, typing, and organizational skills
- Highly proficient English language skills for in person, phone, and online communications
- Excellent interpersonal skills
- Skilled in utilizing MS Office for administration, particularly Word, Excel, and Outlook
- Knowledge of Wordpress and basic HTML code an asset
- Knowledge and skills in Adobe Creative Suite an asset
- Experienced in the use of social media as a communications tool
- A strong ability to multi-task, evaluate and manage priorities
- Physically capable of setting up necessary infrastructure associated with each event (tables, chairs, sound systems, tents, etc.)



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REMUNERATION: Salary subject to experience (\$19 - \$22 per hour) plus benefit package.

APPLICATION DEADLINE: Midnight, Sunday, April 2, 2017.

Please submit resume and cover letter to: Nancy Cottingham Powell, Executive Director, North Vancouver Community Arts Council, 335 Lonsdale Avenue, North Vancouver, BC V7M 2G3 or jointheteam@nvartscouncil.ca.

Thank you for your interest - only those chosen for an interview will be contacted.