



# Job Posting: Events & Community Development Manager

**North Van Arts** is a community arts council 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 & Community Development Manager reports directly to the Executive Director and is responsible for managing 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:

- Lead the planning, coordination and execution of community events and special projects such as *North Shore Art Crawl*, and *Art in the Garden*.
- Responsible for leading communications plan for every event and special project including creation and distribution of press releases, and promotional materials
- Lead general design, layout, production, and distribution of marketing materials for all events
- Manage event budgets, and track expenses
- Work closely with the Social Engagement Coordinator to create social media strategies for all events and special projects
- Solicit, acquire, and maintain relationships with community partners, event sponsors, and funders
- Work closely with other Programme Managers to plan cross-departmental programming
- Responsible for full documentation of all events
- Maintenance of all digital and paper files including archival materials
- Create and publish quarterly member newsletter
- Support the ED with grant details specific to support events or community programming
- Assist other team members with the delivery of other projects, programmes and events where required

## QUALIFICATIONS:

- At least 3 years of work experience in a similar position, or related field
- Direct experience with event management
- An arts related degree or diploma from a college/university/technology institution, or comparable experience
- Experience working with artists
- 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 BC driver's license and have full access to a reliable vehicle, when required.
- Flexibility to work evening and weekend hours, when required.



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### SKILLS:

- Excellent writing, typing, and organizational skills
- Highly proficient English language skills for in person, phone, and digital communications
- Excellent interpersonal skills
- Skilled in utilizing MS Office for administration, particularly Word, Excel, and Outlook
- Knowledge of Wordpress and basic HTML code is an asset
- Knowledge and skills in Adobe Creative Suite is an asset
- Previous marketing experience is 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.)

**REMUNERATION:** Salary subject to experience (\$20 - \$22 per hour) plus a comprehensive extended health benefits package (after 3-month probation).

**START DATE:** Early January 2019

**APPLICATION DEADLINE: Midnight, Sunday, December 16, 2018**

Please submit resume and cover letter to: Nancy Cottingham Powell, Executive Director, North Van Arts, 335 Lonsdale Avenue, North Vancouver, BC V7M 2G3 or [jointheteam@northvanarts.ca](mailto:jointheteam@northvanarts.ca)

North Van Arts is committed to equity for all prospective employees regardless of national or ethnic origin, religion, gender, sexual orientation, or age.

Thank you for your interest - only candidates selected for an interview will be contacted.