



## 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 and healthy communities through the arts. We are a vibrant and dynamic organization of over 500 members with a proud history of serving 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 full-time position is an 18-month contract to cover a maternity leave, starting April 14, 2020, ending October 15, 2021. The position is 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*, *Art in the Garden*, and *the North Van Arts International Film Series*
- Project manage the City of North Vancouver's Studio in the City Programme
- 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
- 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
- Manage event budgets, and track expenses
- 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 ED with development requests
- 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, artisans, musicians and/or other performance artists.



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- 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
- Must 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.

### SKILLS:

- Excellent writing, typing, and organizational skills
- Highly proficient English language skills for in person, phone, and digital communications
- Excellent interpersonal skills
- Very personable with a healthy sense of humour and a conscientious work ethic
- 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, especially InDesign and Photoshop
- 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 \$21 per hour (37.5 hour work week, no benefits provided with contract).

**START DATE:** April 14, 2020

**APPLICATION DEADLINE: Midnight, Wednesday, March 18, 2020**

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.