



## **JOB POSTING: COMMUNITY EVENTS MANAGER**

The North Vancouver Community Arts Council (North Van Arts) is a grassroots, social-profit, charitable cultural organization dedicated to maximizing the intrinsic value of the arts in all media. Our mandate is to enable emerging and professional artists in all disciplines, to bridge cultures, and to build strong and healthy communities through the arts. We are a vibrant and dynamic organization of over 400 members with a proud history of serving the citizens of the North Shore and artists from throughout Metro Vancouver and beyond.

### **ROLE OVERVIEW**

We are currently seeking an energetic and personable individual, with strong organizational and leadership skills to successfully deliver events and foster community engagement and inclusivity.

Reporting to the Executive Director, The Community Events Manager is responsible for overseeing and executing a variety of annual and one-off events. Responsible for event planning and coordination, this role involves managing artists, performers and participants, supervising summer staff and volunteers and managing production budgets and expenses to ensure a successful event. The Community Events Manager will work closely with the Marketing Manager, to develop engaging content and design for digital and print media to maximize event attendance.

### **RESPONSIBILITIES:**

**The Community Events Manager is responsible for:**

#### **PLANNING & COORDINATION**

- Planning, coordination and execution of annual community events such as *North Shore Art Crawl*, *Trolley Days*, and *Anonymous Art Show*, as well as smaller scale monthly events, and new one-off events projects as they arise.
- Managing artists, performers, and participants, including programming, scheduling, contracting, and liaising.
- Secure and steward relationships with event sponsors
- Maintain working relationships with community partners.
- Production management and event logistics (booking vendors, securing permits, confirming venues)
- Working closely with the Executive Director to facilitate inclusiveness and accessibility across all events.
- Collecting event statistics and creating project reports
- Maintaining detailed digital and paper event records including archival materials

#### **MANAGEMENT**

- Managing events summer staff, contractors and volunteers as required
- Managing event budgets and tracking expenses
- Assist other team members with CityScape operations, and the delivery of other projects, programs, and fundraising initiatives, as required.
- Working with other department managers to plan cross-departmental programming and promotion.



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### **MARKETING**

- Working closely with the Marketing Manager, to create communications plans, social media strategies and promotion for events and special projects (including the creation and distribution of press releases, and promotional materials).
- Sell ads in all event brochures.
- Work closely with the Marketing Manager to manage sponsor and partner recognition in promotional materials and reporting.
- Distributing print marketing materials for all events

### **QUALIFICATIONS AND COMPETENCIES:**

#### **Education and Experience**

- Minimum three years' experience in events management, events production or related field
- University education in a related field or an equivalent combination of education and experience.
- Experience working with artists, performers, musicians and entertainers.
- Experience managing groups of volunteers.
- Excellent relationship-building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders.
- Demonstrated ability to work independently as well as collaboratively within a team environment.
- Demonstrated ability to prioritize tasks and meet deadlines.
- Ability to work evening and weekend hours, as required.
- A valid driver's license and access to a reliable vehicle is required for this position.
- Strong knowledge of the North Shore arts and culture sector would be an asset.
- Experience working with First Nations and diverse communities is an asset.
- Valid Occupational First Aid Level 1 certificate would be an asset.
- Valid Serving It Right Certificate would be an asset.

#### **Competencies:**

- Excellent writing, typing, and organizational skills.
- Highly proficient communication skills for in-person, phone, and digital communications
- Excellent interpersonal skills
- Experience using MS Office for administration, particularly Word, Excel, and Outlook
- Experience resolving complex situations, multi-tasking, and evaluating and managing priorities.
- Physically capable of setting up necessary infrastructure associated with each event (tables, chairs, sound systems, tents, etc.)
- Previous experience in sales or fundraising is an asset.



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### **WORKING CONDITIONS:**

This position is 30 hours per week, working on weekdays, with some evenings and weekends required to effectively fit the event schedule.

Due to the nature of this role, and the staffing needs of the organization, this is primarily an in-person position with limited options for remote work.

**REMUNERATION:** Salary is based on \$25 per hour to start (\$39,000 per year), plus a comprehensive extended health package (after 3-month probation).

**EXPECTED START DATE:** 26<sup>th</sup> January 2026

**APPLICATION DEADLINE: 5<sup>th</sup> January 2026**

### **HOW TO APPLY**

Please submit a resume and cover letter by email to [jointheteam@northvanarts.ca](mailto:jointheteam@northvanarts.ca).

North Van Arts aims to be a safer space for all who engage with us, including our staff. We are working towards providing opportunities and places of connection for all community members. We especially encourage applications from members of groups who are underrepresented in our community, including, but not limited to:

- Indigenous Peoples (First Nation, Métis, and Inuit).
- People of colour.
- 2SLGBTQIA+ community.
- People living with one or more visible and/or invisible disabilities.
- Discriminated people due to race, gender, age, ancestry, religion, or place of origin.

If you have questions or concerns about how North Van Arts will work to ensure we are a safe and comfortable space for you to work, please don't hesitate to get in touch.

Thank you for your interest in working with North Van Arts. Only those selected for an interview will be contacted.