



JOB POSTING:

Events Assistant

Full-time, 16-week contract Monday to Friday (subject to Canada Summer Jobs funding)

Start date: 7 May 2018

Rate: \$15 / hr (37.5-hour work week)

GENERAL ACCOUNTABILITY

Reporting to the Executive Director and working with the Program and Events Coordinator and Resource Development and Volunteer Coordinator, the Events Assistant facilitates Place des Arts' summer and fall events in all aspects.

SPECIFIC ACCOUNTABILITIES

Events

Work with the Program and Events Coordinator to plan, organize and implement events.

- **Year-end Theatre Performance (June 3, 2018) and Year-end Dance Recital (June 17, 2018)**
 - Assistant stage-manage the Year-end Theatre Performance (Inlet Theatre) and Year-end Dance Recital (Terry Fox Theatre)
 - Assist with all coordination aspects of the performances
 - Assist with group wrangling and communicating rehearsal and performance information to dancers, instructors, parents and volunteers

- **Faculty Appreciation Week (May 28 – June 1)**
 - Assist with planning and implementing events for faculty appreciation week

- **Summer Fun! Art Camp Program (July 3 – August 10)**
 - Assist with the planning of the Summer Fun! volunteer orientation sessions
 - Supervise students and volunteers in after-hours care programs 3:45pm – 5:00pm (Monday to Friday) from July 3 – August 10
 - Work with Summer Program Assistant to coordinate Friday Fun Day performances and promotion and organize displays of children's artwork in the centre

- **ArtReach Camp (August 13 – 17)**
 - Assist with the planning of the ArtReach volunteer orientation on August 9, 2018
 - Coordinate day-of catering and food service for the ArtReach camp
 - Supervise students and volunteers in after-hours care programs 3:45pm – 5:00pm (Monday to Friday) from August 13 – 17
 - Work with Fine and Performing Arts Programmer to coordinate Friday Fun Day performances and promotion and organize displays of children's artwork in the centre

Fall Events

Assist with planning and preparation for several Place des Arts events occurring in the fall.

- **Fundraising**
 - Assist staff with the planning and preparation of an annual online fundraising auction
 - Prepare donation request letters and mailings for the fundraiser. Conduct follow up phone calls and pick up donations
 - Maintain accurate records of donations and inventory using MS Excel
 - Attend fundraising committee meetings and prepare notes
 - Assist staff with the social media campaign for the fundraiser
 - Assist staff with updating and maintaining the online auction website

- **External Events**
 - Coordinate all aspects of Place des Arts' involvement with external community events

Administration

- **Reporting**
 - Complete a final report describing the work plan, compiling event statistics summarizing evaluations, and offering recommendations to improve the events

REQUIREMENTS

- Previous experience and demonstrated capability in coordinating events
- Effective written and verbal communication skills, including excellent phone manner
- Well organized with attention to detail
- Capacity to manage multiple tasks
- Approachable and flexible with an eagerness to learn
- Ability to work with a variety of personalities
- Ability to evaluate a situation and determine what action to take
- Must have a flexible work schedule that can accommodate daytime, evening and weekend shifts as needed. **Candidates must be available to work on weekends. Please see attached list of the community events you will be responsible for and the additional events you will be assisting with**
- Proficiency in MS Office, navigating the Internet and the ability to use new software
- Ability to lift up to 30 pounds
- Must have valid First Aid Certification by position start date
- Must have a criminal record check completed upon hiring
- Valid BC Driver's License and access to a vehicle

ELIGIBILITY

- Must be between 15 and 30 years of age at start of employment
- Must have been registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year
- Must be a Canadian citizen, permanent resident or person on whom refugee protection had been conferred under the Immigration and Refugee Protection Act
- Must be legally entitled to work according to relevant provincial legislation and regulations
- Must not hold another full-time (30 or more hours) summer job or full-time study during their employment

ASSETS

- Ability to relate to children
- Experience with Adobe Creative Suite
- Food Safe Level I

Please submit a resume with cover letter and references by 1 March 2018 to:
opportunities@placedesarts.ca, 1120 Brunette Avenue, Coquitlam, BC V3K 1G2

Or fax to: 604-664-1658

We thank all applicants; however, only those selected for interviews will be contacted.

Place des Arts is an equal opportunity employer and welcomes applications from all qualified individuals.

2018 Summer Events / Activities

Saturday May 26	Place Maillardville (Family Fun Day)
Sunday June 3	APEx Theatre Year-End Performances
Sunday June 10	Teddy Bear Picnic
Monday June 11	Dance Recital Technical Rehearsal
Wednesday June 13	Dance Recital Technical Rehearsal
Sunday June 17	Dance Recital
Wednesday June 27	Coquitlam Classic Golf Tournament
Sunday July 1	Canada Day Celebrations
Saturday August 11	Kaleidoscope Arts Festival

Dates to be confirmed:

Daisy Day

Coquitlam Farmer's Market (two events)