

# PLACE DES ARTS

## **JOB POSTING:**

### **Events Assistant**

**Part-time contract, Friday to Sunday, (19-22.5 hours/week, flexible working hours)**

**Contract Term: 15-weeks, from September 10-December 17, 2021, possibility of extension**

**Rate: \$20.30/hour plus 12% in lieu of vacation and benefits**

## **ORGANIZATION DESCRIPTION**

Founded in 1972, Place des Arts is a not-for-profit arts education centre with a mission to inspire the artist in everyone. Located in the historic Maillardville neighbourhood of Coquitlam, we offer quality instruction for all ages and skill levels in the visual, literary and performing arts.

## **GENERAL ACCOUNTABILITY**

Reporting to the Program and Events Coordinator and working directly with the Community Engagement and Program Assistant, the Events Assistant will facilitate all aspects of Place des Arts' events.

## **SPECIFIC ACCOUNTABILITIES**

Assist with the development and oversee the delivery of on and offsite community engagement events and activities including but not limited to:

- Assist with volunteer coordination including recruitment, communication, training and supervision
- Youth Arts Council (YAC) Administration
- Assist with art camp participant supervision
- Scheduling and booking events
- Arranging for special occasion licenses
- Purchasing food, liquor and supplies (PdA Exhibition openings, pARTy's at PdA, Faculty concerts)
- Purchasing art supplies (all off-site and on-site events)
- Recruiting and liaising with arts facilitators
- Budgeting for events
- Creation of activity descriptions
- Sourcing of supplies for events
- Design site set-ups
- Attending on-site events to oversee set up, clean up and the delivery of activities
- Supporting arts facilitators and other PdA staff at events
- Artist in Residence school program communication and bookings
- Assist with dance and theatre productions
- Input information into self-employed Artist Agreements source doc
- Other event administration as required including budget reconciliation, attendance tracking, communication to event attendees and other tasks as assigned

home to our  
arts community

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## QUALIFICATIONS, SKILLS & EXPERIENCE

- Degree in arts administration or events management, or equivalent in skills and experience
- Background and/or degree in dance, theatre, education or related art discipline is an asset
- Excellent working knowledge of standard Microsoft office software
- Experience with ActiveNet registration system is an asset
- Valid BC Driver's license and access to a vehicle

## REQUIREMENTS

- Valid First Aid Certification by position start date
- Police information check with a vulnerable sector check
- Excellent attention to detail
- Excellent verbal and written communication skills
- Demonstrated ability to manage multiple priorities and deadlines
- Ability to relate to children/youth
- Ability to work evenings and weekends as required
- Ability to lift up to 30 pounds

**Position closes August 16, 2021.**

**Please submit a résumé with cover letter and references to:**

[opportunities@placedesarts.ca](mailto:opportunities@placedesarts.ca), 1120 Brunette Avenue, Coquitlam, BC V3K 1G2

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