



## **JOB POSTING**

Events Assistant

Full-time, Contract

Term: 44 weeks, October 30, 2023, to August 30, 2024

Rate: \$21.64 plus 12% in lieu of vacation and benefits (37.5 hour work week)

## **GENERAL ACCOUNTABILITY**

Reporting to the Program and Events Coordinator (PEC), the Events Assistant works closely with the PEC and other programming staff to coordinate and deliver on- and off-site community engagement programs, events and activities. The Events Assistant also oversees all aspects of volunteer coordination for the organization.

## **SPECIFIC ACCOUNTABILITIES**

- Assist with the development and oversee the delivery of on - and off-site community engagement events and activities including but not limited to:
  - scheduling and booking as required for events and activities
  - arranging for special occasion licenses as required
  - purchasing food and supplies as required
  - recruiting and liaising with arts facilitators
  - budget reconciliation
  - creation of activity descriptions
  - sourcing and purchasing of supplies
  - creation/design of site and room set-ups
  - attending events to oversee site set-up, clean-up and the delivery of activities
  - supporting arts facilitators and other PdA staff at identified community engagement events
- Assist the PEC with the coordination of the Artist in Residence program
- Assist the Exhibitions Coordinator at exhibition openings, Family Days and other in-house events as identified
- Provide administrative and event assistance for dance and theatre productions, the Summer Theatre Troupe program other productions as identified
- Volunteer coordination including recruitment, communication, training and supervision
- Assist with the coordination of the Youth Arts Committee including attending and facilitating meetings and event coordination
- Other tasks as assigned by the PEC

## **QUALIFICATIONS, SKILLS & EXPERIENCE**

- Degree in arts administration or events management or equivalent in skills and experience
- Excellent working knowledge of standard Microsoft Office software
- Knowledge and interest in dance, theatre, arts education is an asset

## REQUIREMENTS

- Police Information Check with a vulnerable sector check
- Valid Driver's License and access to a vehicle is required
- Excellent attention to detail
- Excellent verbal and written communication skills
- Demonstrated ability to manage multiple priorities and deadlines
- Ability to relate to youth
- Ability to work evenings and weekends as required
- Ability to lift 30 lbs.

**Please submit a resume with cover letter and references by  
October 9, 2023, 5:00 PM to Michael Fera at**

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