



## **JOB POSTING**

Events and Volunteer Coordinator

Full-time, Temporary Contract

Term: October 28, 2024-October 31, 2025

Rate: \$25.00 plus 12% in lieu of vacation and benefits (37.5-hour work week)

## **ABOUT PLACE DES ARTS**

Founded in 1972, Place des Arts (PdA) is a not-for-profit arts education centre with a mission to inspire the artist in everyone. Located in Coquitlam, we offer quality instruction for all ages and skill levels in the visual, literary and performing arts. Our Artisan Shop and galleries support local emerging artists, and our events and performances make Place des Arts a cultural hub, drawing together diverse members of the community to experience the arts.

## **GENERAL ACCOUNTABILITY**

Reporting to the Director of Programs and Events (DPE), the Events and Volunteer Coordinator works closely with the DPE and other program staff to oversee all aspects of the volunteer program and the coordination and delivery of on- and off-site programs and events. This position works weekend shifts on a regular basis.

## **SPECIFIC ACCOUNTABILITIES**

- Assist with the development and oversee the delivery of on- and off-site events and activities including but not limited to:
  - scheduling and booking, as required
  - arranging for special occasion licenses as required
  - purchasing food and supplies as required
  - recruiting and liaising with arts facilitators
  - budgeting
  - creation of activity descriptions
  - sourcing of supplies
  - creation/design of site set-ups
  - attending events to oversee the site set-up, clean-up and the delivery of activities
  - recruiting, training and supervision of volunteers
  - supporting arts facilitators and other PdA staff at identified events
- Oversee volunteer coordination including recruitment, communication, training and supervision
- Assist the DPE with the coordination of the Artist in Residence program
- Provide administrative and event assistance for the year-end dance and theatre productions, the Summer Theatre Troupe program and other productions as identified
- Coordinate all aspects of the Youth Arts Council program including attending and facilitating meetings and related events and activities
- Perform other tasks as assigned by the DPE

## **QUALIFICATIONS, SKILLS & EXPERIENCE**

- At least 2 years of experience in event and/or volunteer coordination
- Excellent verbal and written communication skills
- Demonstrated ability to manage multiple priorities and deadlines

- Experience working with children and youth
- Excellent interpersonal skills
- Excellent working knowledge of standard Microsoft Office software
- Knowledge and interest in dance, theatre, education or other related arts disciplines is an asset
- First Aid certification is an asset
- Serving It Right certification 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
- Willingness to work evenings and weekends as required
- Ability to lift 30 lbs.

**This position will remain open until filled. Please submit a resume with cover letter to Jessie Au 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.*