

Creativity is in our nature. Is it in yours?



Arts Whistler is looking for two Summer Event Assistants (summer student)

Arts Whistler is a registered charity established in 1982 (as the Whistler Arts Council) with a mandate to build and integrate arts into the fabric of the Whistler community. We create bold, inspiring, and engaging experiences and champion Whistler's vibrant arts scene by cultivating and celebrating artistic creativity, collaborating with stakeholders, and engaging residents and visitors in arts, culture, and heritage.

### **Position Description - Arts Whistler – Summer Event Assistant**

The successful students will work with the Events and Programs team and be involved in the planning and day-to-day operations of a variety of Arts Whistler events and programs. These programs create community engagement for visitors and residents by providing complimentary arts, cultural, and community events throughout Whistler on a daily basis. The successful student will receive direct supervision from the Events and Programs Manager and Programming Coordinator.

**Hours of work:** 30-40 hours per week for 12 consecutive weeks. Variable hours.

### **Key responsibilities:**

- Assist the programming team with sourcing, research, equipment rentals and organization, and idea generation. Planning and preparation of the workshops/crafts/games stations.
- Assist the programming team with off-site duties at the Alta Lake Station house on Westside Road including; opening and closing of the house, set up of workshop equipment, meet and greet of workshop instructors, maintain workshop supply inventory, provide information to registered participants, assist workshop instructor, light cleanup of the workshop space.
- Assist the programming team with operations including; performance site set-up, including: tents, PA systems and equipment set-up in accordance with artist/performer requirements, site signage, and demarcation.
- Provide high-quality performer services by ensuring sites are performance-ready; assist performers through arrival, set-up/pack-down, and program delivery.
- Assist the programming team with administrative needs including data entry, printing and gathering of materials, correlating information, signage creation, and updating Arts Whistler performer data base.
- Assist programming team in the creation of props and décor.
- Assist the marketing department with community outreach and promotions, delivering marketing collateral (posters, postcards, brochures, etc.) and speaking to the community about Arts Whistler's upcoming programs and events.
- Assist with general office duties and other event duties as required.

### **To be eligible to apply:**

- Applicant must be between 15 and 30 years of age at the start of employment.
- Have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year.
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act2.
- Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

### **Qualifications, skills, and attributes:**

- A strong interest in the arts and a passion for creativity

- Strong customer service, time management, and communications skills.
- Proficient with Microsoft Office and other relevant technology.
- Friendly and outgoing with a positive attitude, enthusiasm, and team player are a must!
- Ability to network, establish, and maintain good working relationships.
- Ability to react quickly to changing environments, troubleshoot, and offer solutions.
- Strong organizational and interpersonal skills; mature and professional.
- High-energy individual who thinks well on their feet.
- Ability to sustain physical activity walking up and down stairs, pushing carts, climbing ladders and scaffolding, lifting and setting up tables and chairs as needed.
- Available to work varied hours including all summer weekends and some evenings.
- Previous experience in sales an asset.
- Previous experience coordinating and executing events an asset.
- Venue booking software experience an asset.
- Current certification in First Aid and Serving it Right an asset.
- BC Driver's License and access to a vehicle is an asset.

**To learn more about Arts Whistler visit our website [artswhistler.com](http://artswhistler.com)**

**To Apply:** Please apply with a resume, cover letter, and three (3) references to [getinvolved@artswhistler.com](mailto:getinvolved@artswhistler.com) attn: Susan Holden by Monday, April 24<sup>th</sup>, 2017.

We thank all applicants in advance for their interest and will be in contact with those candidates we would like to interview for the position.