

Creativity is in our nature. Is it in yours?



Arts Whistler is looking to build their 2017 Whistler Street Entertainment (WSE) Team (multiple positions)

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 – Whistler Street Entertainment Team

The successful applicants will work with the Programming Department 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 applicants will receive direct supervision from the Programming Lead and Programming Coordinator.

Hours of work: This is a 5-month contract position running from mid-May through to mid-September, with a majority of the work being Friday to Monday and held outdoors (rain or shine). This position requires flexible hours and may include split weekends. 30-40 hours/week. Variable hours. Weekends.

Key responsibilities:

- 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, and strike.
- Generating comprehensive operation plans, performer scheduling, and supervision on site.
- Conduct surveys and site traffic records, data entry.
- Provide program evaluations, suggestions for improvements and photographs for program reporting.
- Maintain performer contact database, and other program records.
- Assist the programming team with general event and program requirements including operations, data entry, research, event execution, and equipment maintenance and organization.
- Assist with general office duties and other event duties as required.

Qualifications, skills, and attributes:

- Ability to sustain physical activity walking up and down stairs, pushing carts, climbing ladders and scaffolding, lifting.
- Excellent communication and interpersonal skills, mature and professional, with a strong customer-focused attitude.
- Ability to react quickly to changing environments, troubleshoot, and offer solutions.
- High-energy individual who thinks well on their feet.
- Positive attitude, enthusiastic, and team player.
- Ability to network, establish, and maintain good working relationships.
- Strong organizational and multi-tasking skills.
- For some positions, effective leadership skills with an ability to build teams, delegate responsibilities, motivate staff, and ensure project accountability.
- Available to work varied hours including all summer weekends and some evenings.
- Proven ability to develop and nurture positive and collaborative relationships with internal and external stakeholders, demonstrating tact and diplomacy when managing stakeholder needs.
- Proficiency in administration procedures, office equipment, and Microsoft Office Suite.
- Previous experience with coordinating and executing events and performer services an asset.
- Experience and knowledge of contract execution an asset.

- Knowledge of audio technical equipment is an asset.
- Knowledge of local musicians and performers is an asset
- BC Driver's License is an asset.
- Current certification in First Aid and Serving it Right an asset.

To learn more about Arts Whistler visit our website artswhistler.com

To Apply: Please apply with a resume, cover letter, and three (3) references to getinvolved@artswhistler.com attn: Susan Holden by Monday, April 24th, 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.