

Creativity is in our nature. Is it in yours?



Arts Whistler is looking for a **Whistler Street Entertainment (WSE) Programmer**

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 (WSE) Programmer**

Reporting to the Programming Lead and Programming Coordinator, the WSE Programmer will take the lead to develop, manage, and deliver the Whistler Street Entertainment (WSE) programs on behalf of the Resort Municipality of Whistler (RMOW) with a common goal of developing compelling, unique, and well-operated programs. They will oversee and work collaboratively with the WSE support staff and contractors. They may also lend support to the Arts Whistler's signature events including: ArtWalk, Whistler Children's Festival, Fall for Arts, and Art on the Lake.

Hours of work: 30-40 hours per week for a 6-month contract position beginning in April 2017 with a majority of the work being Thursday to Monday and held outdoors (rain or shine). This position requires flexible hours and may include split weekends.

**Key responsibilities:**

- Deliver results according to program plan, including a high-quality guest, artist/performer, and team experience on time and within budget.
- Work collaboratively with the Arts Whistler programming team, the RMOW, and third-party event producers to develop artistic vision and objectives, leverage programming opportunities and prepare WSE program schedule.
- Provide leadership and oversight to the WSE operations team, including event support contractors, facilitators and volunteers. Ensure that the team understands their responsibilities and is productively supporting the delivery of programs.
- Manage the approved program budget for the Whistler Street Entertainment program.
- Manage program database and reporting records including: collection of surveys, analysis, and presentation of results, final reports with suggestions for future program improvements and growth, regulatory filings and financial reports.
- Work with internal and external stakeholders for support in production of the WSE program, including sponsorship, marketing, securing of venues and hotel accommodation, and event and performer services.
- Research, negotiate contracts, and program performers/artists and event and performer services, including transportation, accommodation, hospitality, venue, event services, and permits and licenses as required.
- Actively pursue programming leads through research and collaboration with programming experts in the community.
- Coordinate with Arts Whistler, RMOW, and Tourism Whistler marketing teams on production of program collateral, including website content, kiosk and signage needs, and canvassing hotels and businesses as required.
- In collaboration with the Lead Operations, manage and execute performance site set-ups and operations in accordance with municipal bylaws and health and safety regulations. Manage artists/performers through arrival, set-up, show, and strike.
- Engage community and cultural groups/individuals through collaborative programming initiatives.
- Assist the Operations staff with performance site set-up, including: tents, PA systems, and equipment set-up in accordance with artist/performer requirements, site signage, and demarcation.

- Assist the Operations Coordinator with generating comprehensive operation plans, performer scheduling, and supervision on-site.
- Liaise with Animation & Events Programmer for third-party assistance and sourcing/booking of additional event resources, equipment rentals, etc.
- Maintain performer contact database, and other program records.

**Qualifications, Skills and attributes:**

- Minimum two (2) years of professional experience in programming for a diverse audience in the performing arts, including music, theatre, dance, and family entertainment; Posses established relationships with performers and artists of all genres and keeps current on programming prospects.
- Additionally, minimum two (2) years of professional experience in event management/coordination and performer services.
- Possess a high degree of integrity and a passion for the arts and Arts Whistler's mandate.
- Possess a keen understanding of Arts Whistler's target audiences and community stakeholders.
- Proven ability to develop and nurture positive and collaborative relationships with numerous internal and external stakeholders, demonstrating tact and diplomacy when managing stakeholder needs.
- Effective leader who is able to build teams, delegate responsibilities, motivate staff, and ensure project accountability.
- Excellent time management and organization skills – ability to determine priorities and deliver on deadlines, while maintaining detail.
- Sound knowledge of managing and administrating budgets.
- Strong negotiation skills and knowledge of contract execution.
- Ability to work as a team player and is also a self-starter with a willingness to share new programming ideas.
- Excellent communication and interpersonal skills, and a strong customer-focused attitude.
- Proficiency in administrative procedures, office equipment, and Microsoft Office Suite.
- Knowledge of audio technical equipment is an asset.
- Excellent physical condition with an ability to lift 50lbs and engage in repetitive movements throughout the day.
- Ability to present a clean and professional appearance and demeanor at all times.

**To learn more about Arts Whistler visit our website at [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 Friday March 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.