

Creativity is in our nature. Is it in yours?



Position Description - Arts Whistler –Summer Programs Operations Team

Arts Whistler programs creative, live entertainment in Whistler Village on behalf of the Resort Municipality of Whistler along with a variety of other programs and events all summer long. Entertainment includes roving performers, musicians, children’s crafts and much more.

Arts Whistler is looking for three individuals who will work as a team to execute this summer’s Street Entertainment Program and will also assist the Programming Team executing Arts Whistler events and programs including;

- Ensuring the delivery of the Street Entertainment program on schedule and on budget.
- Ensuring a high-quality guest, artist, performer, stakeholder and team experience.
- Working as part of the operations team with street animation set-up and tear down.
- Representing Arts Whistler in the community with a positive and friendly demeanor.
- Acting as on-site support for artists, performers, and community groups, through arrival, set-up, show, and strike.
- Providing guidance to Whistler Street Entertainment (WSE) program volunteers and facilitators, ensuring they understand their responsibilities and have on-site direction.
- Leading the “Busking on the Fitzsimmons” program, including the screening of applicants, issuing of busking permits, and maintenance of all related records and communication with buskers.
- Supervising busking sites during program hours and enforcing the busking regulations.
- Set-up and maintenance of performance sites in accordance with municipal bylaws, and ensuring they are kept hazard-free and returned to their original state at the completion of each event.
- Assisting with, and accounting for, the physical upkeep of WSE inventory, storage, vehicle and equipment.
- Clearly and consistently documenting the WSE and busking programs through surveys, testimonials, reports, recommendations and photos.
- Performing additional duties within the scope of your abilities as required by Arts Whistler team.

Who we are looking for:

Passionate people to join the Summer Programs Operations Team. These positions report to the Summer Event Program Coordinator and the Events and Programs Manager in delivering high-quality guest, artist, performer, stakeholder and team experiences. If you enjoy working both behind a computer as well as outdoors; have a background working in events; and thrive in both self-directed and team work then this position is for you! We’re looking for applicants who are:

- ♦ **A team player-** This position requires someone who can work both as a team member as well as individually. You will be asked to collaborate with the programming team as well with the Summer Event Operations Team. You like being part of a fun crew and like to go that extra step in providing excellent operations for creative events.
- ♦ **Someone with a background in events–** Do you have a background in Event operations, performing arts or audio visual and technical services or have relevant operations experience? **Bonus points if you have relationships with the local arts community if you know how to set up a PA system.**
- ♦ **Someone who doesn’t mind getting a bit messy–** We may ask you to stand outside in the rain to guide giant robots through a parade, require you to set up tents and gates in the summer sun or make crafty creations with a bunch of glitter (and clean up the glitter mayhem afterwards). This position does require regular lifting including moving tents, tables and chairs. **Bonus points if you can handle a drill.**
- ♦ **Someone who is flexible and able to think on their feet** (*and we mean literally-acrobats take note*) – Events and programs have many moving parts and we need you to be able to assess and respond on the fly. We need a team player who can both follow directions as well as make decisions and execute them; from moving a tent because

the wind is too strong, to dealing with a speaker that just cut out, or a site layout that has to be changed last minute to accommodate a late addition. This position also requires a flexible schedule, working days, evenings, and weekends as required.

- ◆ **You don't mind working on the computer – with all this creativity, someone needs to keep track of it and that person is you.** You are proficient in Microsoft Office (especially Excel). You will be required to maintain a performer data base and provide information for reporting as well as to be able to assist in the creation of operations plans.
- ◆ **A champion of the arts**—As a member of Arts Whistler you are an ambassador for all things arts in our community. You are passionate about building relationships and spreading the love of the arts with a positive and friendly demeanor. You maintain a positive working relationship with other community organizations, the municipality, partners and stakeholders.
- ◆ **You have your Class 5 driver's license**- This position requires the crew to drive our event pickup truck. A clean driving record is required.

Learn more about Arts Whistler:

<http://artswhistler.com/arts-in-whistler/local-artists>

<http://artswhistler.com/about-us>

<http://artswhistler.com/events-and-programs/events-and-festivals>

Contract Length: May 1st – October 1 30-40hrs/week. A flexible schedule is required for working as a member of the Street Animation Operations Team and assisting on additional Arts Whistler Programs. The Street Animation program runs weekends in May, Saturdays in June and Wednesday – Friday for July and August.

To Apply: Please apply with a resume, cover letter and any additional material that demonstrates your fit with the role to getinvolved@artswhistler.com by April 20th, 2018.

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.