

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 make art happen!

### **Position Description - Arts Whistler – Programs and Events Manager**

The Programs and Events Manager (PEM) reports directly to the Executive Director (ED), and is responsible for programming and event initiatives of Arts Whistler. The PEM will work to ensure that the organization maintains, develops and/or conceives programs, services and community development initiatives that support and achieve Arts Whistler's vision and mandate. As the leader of Arts Whistler's programming and events team, the PEM will play a key role delivering Arts Whistler's strategic plan and participates in a number of community cultural development planning processes and initiatives.

Pay scale: \$59,000 – 62,000 annually

Fulltime position: 40 hours/week. Usually Tuesday to Saturday, with variable hours required including nights and weekends.

### **Key Responsibilities include:**

#### **Leadership**

- Provide leadership and oversight to Arts Whistler's programming and events team, including event contractors and volunteers. The PEM has direct reports including the program coordinators, assistants, and village animation program staff (when applicable).
- Work with programming staff in developing creative content and measures of success for the department's programs and events, including self-produced programs, festivals and events, co-productions with community groups and fee for service contracts.
- Consult with AW team on programming concepts and artist shortlists for input, ideas and general consensus on programming.
- Work with staff on devising and implementing audience development and program marketing initiatives, ensuring strong links between programming decisions and the strategic plan. Develop overall themes and presentation with marketing department.
- Develop and manage annual department budget and business plan; oversee individual program and event budgets as managed by project leads.
- In collaboration with the E.D., participate in recruitment, training, mentorship and structured evaluations for staff and contractors within the programs and events department.
- Manage program database and reporting records including: collection of surveys, analysis and presentation of results, and final reports with suggestions for future program improvements and growth, regulatory filings and financial reports.
- Actively and consistently demonstrate Arts Whistler's values (passion, accountability, respect, teamwork, innovation)
- As a department head, take initiative to problem solve, support team members and jump in to help as organizational needs arise.

#### **Strategic Oversight**

- Work collaboratively to provide leadership in the development and delivery of Arts Whistler's multi-disciplinary annual programs, services and events based on the organization's vision and mandate.
- Participate in annual and long-term strategic planning processes and ensure Arts Whistler's artistic vision and programming reflects the strategic direction of the organization.
- Act as one of the organization's key advocates for community cultural development.
- Work closely with community groups and stakeholders including municipal government, tourism and business associations, schools, social services, cultural groups and individuals to integrate arts and culture into the broader community and to increase participation in Arts Whistler events where applicable.
- Represent the organization with local and regional cultural networks to identify and build collaborative partnerships and programming prospects.

## Programming and Production

- Oversee the planning, programming and production of Arts Whistler's festivals, programs and events.
- Foster a culture of collaboration between Arts Whistler's departments to deliver cost-effective and impactful events.
- Work with internal and external stakeholders for support in production of programs and events, including sponsorship, marketing, securing of venues, event and performer services, and operational support.
- Deliver results according to program plan, ensuring a high-quality guest, artist/performer, and team experience on time and within budget.
- Develop and implement systematic event timelines, staff schedules, and operations plans and communicate these to relevant stakeholders.

## Qualifications:

- A proven track record both in creative cultural programming and community cultural development. Experience in delivering a diverse range of cultural performances, events, and educational and community programs.
- Four to five years in an event/project management role in a relatable industry.
- Demonstrates integrity and a passion for the arts and alignment with Arts Whistler values.
- Possesses a keen understanding of Whistler's target audiences and community stakeholders and the values of a not-for-profit cultural service organization.
- A collaborative individual who is committed to working as part of a team to build on the successful history and track record of Arts Whistler and assist in the future success and achievement of the organization's vision and goals.
- An effective leader who is able to build teams, delegate responsibility, motivate staff, monitor performance and ensure accountability.
- Proven ability to develop and nurture positive and collaborative relationships with numerous internal and external stakeholders, demonstrating tact and diplomacy.
- Excellent time management and organization skills.
- Ability to determine priorities and deliver on deadlines under pressure, while maintaining high standards.
- Sound knowledge of managing and administering budgets.
- Strong negotiation skills and knowledge of contract execution.
- Exceptional written and verbal communication and interpersonal skills, and a strong customer-focused attitude.
- Ability to generate and present reports to audiences and stakeholders.
- Proficiency in administrative procedures, office equipment and Microsoft Office Suite.
- Must possess BC Class 5 Driver's License.
- Requires an ability to lift 50lbs and engage in sustained physical activity during event productions.
- Ability to present a clean and professional appearance and pleasant demeanor at all times.
- BONUS POINTS for knowledge of software programs - Asana, Showpass, Lightspeed, and Square.

## Learn more about Arts Whistler:

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

<https://artswhistler.com/discover/arts-whistler-events-programs>

**PLEASE APPLY with a resume and cover letter** and any additional material that demonstrates your fit with this role to [getinvolved@artswhistler.com](mailto:getinvolved@artswhistler.com) by **June 23, 2024**.

We thank all applicants in advance for their interest and will be in contact with those candidates selected for an interview.