

FULL-TIME PERMANENT – PROGRAMS AND EVENTS COORDINATOR – ARTS WHISTLER

Reporting directly to the Programs and Events Manager (PEM), you will take the lead role in executing all programming elements of select Arts Whistler events and programs. Programs and Events Coordinator (PEC) may also be included in content creation and/or the operational execution team of other events in collaboration with the event lead for that specific program.

Full-time permanent position: 32 – 40 hours/week. Standard workweek is Tuesday to Saturday. Must be flexible and willing to work some nights, weekends, and holidays.

Starting wage: \$25.50 - \$26.50/hr (based on experience)

BENEFITS:

- Schedule flexibility
- 100% Extended Medical Benefits coverage after 6-months
- Recreation/Ski pass financing
- 12 paid wellness days per year
- Advanced vacation accrual – initial 4% increases to 6% after one year
- Career and professional development opportunities
- Creative independence, positive team culture

KEY RESPONSIBILITIES:

PLANNING AND STRATEGIC DIRECTION

- Work with the PEM and the Arts Whistler team to develop the vision, schedule, and annual programming plan for the events and programs department.
- Attend bi-weekly all staff meetings and attend department meetings with Marketing, Events and Programs, and Venue Services as requested.
- Participate in project workflow processes including - initial Asana project creation and ongoing maintenance, preparation and maintenance of all required documents, and participation in all required project update meetings and reporting processes.
- Research various programs and other events to acquire knowledge and ideas on how to better execute Arts Whistler events and keep them current.
- Familiarize yourself with and actively work toward execution of the annual strategic plan.

PROGRAMMING AND PRODUCTION

- Work with internal and external stakeholders for support in the production of programs and events, including sponsorship, marketing, securing of venues, event and performer services, and operations.
- Deliver results according to program plan, including providing a high-quality experience for guests, artists/performers, and AW team; on time and within budget.
- Develop and implement systematic event timelines and operations plans, and communicate these to relevant staff and/or stakeholders.
- Maintain a positive working relationship with other community organizations and stakeholders.
- Take the lead role in coordinating all aspects of Arts Whistler events and programs assigned to you, including but not limited to:
 - Oversee the implementation, execution, and evaluation of program elements with the support of the PEM and other senior staff.
 - Evaluate programs and research and implement strategies to improve on the programming model year-over-year.
 - Manage individual program budgets with the approval of and oversight from the PEM.
 - Contract artists and performers with oversight from PEM.
 - Manage and collect all data required for creating final reports and statistics required to assist Development Officer with grant requirements.
 - Schedule and work directly with all contract staff and volunteers for these programs.
 - Ensure the delivery of the promotional plan and project workflow in collaboration with the PEM and Marketing Team Lead.
- Assist the Events and Programs Department to execute other programs and events as needed based on the requirements of the event or program lead.

- Support Arts Whistler internal events and operations as part of collaborative team job sharing including front desk shifts and third-party rental event operations support.
- Maintain a flexible schedule to be determined by the PEM.
- Attend community events as required.
- Additional duties as required, within the scope and skills outlined in this position description.

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 reputable 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 **by September 2, 2024.**

We thank all applicants in advance for their interest and will contact candidates who are selected for an interview.