



<b>Approved By:</b>	Nancy Noble
	February 28, 2024
<b>Recommend By:</b>	Nancy Noble

<b>Job Title</b>	<i>Events Coordinator</i>
<b>Reports To</b>	<i>Director of Learning and Engagement</i>
<b>Hours of Work</b>	<i>Monday – Friday, 9am-5pm, 35 Hrs/Week. There will be times when this position is required to work evenings and weekends.</i>
<b>Remuneration</b>	<i>\$28.35 per hour (Effective March 23, 2024) This is a permanent full-time unionized position - CUPE Local 410. Pay grade 5, pay rates are set in accordance with the Collective Agreement</i>
<b>Location</b>	<i>Victoria, BC</i>

### **Position Summary**

---

Under the direction of the Director of Learning and Engagement, the Events Coordinator works with others to design events and oversee their delivery in support of Learning and Engagement and Development programs. The Events Coordinator will work across departments and with external organizations to deliver meaningful activities, programs and events to Gallery audiences.

This position is responsible for working across departments to develop and implement quality event activities to successfully engage a diverse public and people of all ages and abilities. The Coordinator provides the oversight and coordination of engagement activities, both onsite and offsite events and festivals. These include but are not limited to the Paint-In Festival, Urbanite, exhibition openings, membership and other donor programs.

### **Responsibilities**

---

#### Event Development and Production– 65%

- Leads the coordination and oversees planning, project management and implementation of Paint-In and other AGGV events in collaboration with inter-departmental committees. Includes grant writing, reporting, coordination with contractors, communications with the arts community and event delivery.
- Oversees the production of Development events including members and leadership circle events, sponsor receptions and others as required through collaboration with other staff.
- Oversees, coordinates, and tracks all activities and arrangements for internal events including exhibitions, programming, collections, digital content and cultural deliverables, in collaboration with internal and external stakeholders from concept to completion to ensure smooth event execution.
- Oversees all event logistics, working with staff and external stakeholders as required including any necessary permits or licensing, catering, produce floorplans and signage, coordinate, and

schedule on-site staff, and ensure staffing needs are met during gallery open hours and for all events.

- Supports events including set up and take down as well as A/V troubleshooting.
- Researches, plans, organizes and coordinates offsite major festivals and events (ie., event registration, print material, staff or volunteer recruitment and scheduling, setup and teardown, attendee accommodations, giveaways, decor, entertainment, event equipment, promotional materials etc.)
- Undertakes, in consultation with others, evaluation of events, programs and festivals to continually improve delivery and collates information for grant writing.

#### Other Duties (20%)

- Participates in the selection process and oversight of the work of external contractors and consultants related to Gallery events, including but not limited to graphic designers, contract photographers, audio-visual contractors, tradespeople, and caterers.
- Produces communication briefs for events and programs as required.
- Supports sourcing and writing of grants to support events and programs.
- Supervises and schedules interns, summer students and contractors as required.
- Assists in preparation of key RFP's and RFQ's as assigned.

#### Administration – 15%

- Prepares budgets in consultation with others and monitors adherence to approved budget.
- Compilation of reports relating to events including evaluations.
- Regular communication with other departments and external partners.
- Performs other duties as assigned.

### **Communications & Reporting**

---

#### INTERNAL

- Reports directly to the Director of Learning and Engagement.
- Communicates across Gallery departments to ensure the timely and successful delivery of in-person and on-line events.
- Coordinates with other members of the Gallery staff and volunteers to lead off-site major events.

#### EXTERNAL

- Liaises with community partners, institutions, external contractors and organizations in the region and beyond.
- Communication with diverse communities to deliver events and initiatives with specific groups such as youth, older adults, Indigenous communities, and ethno-cultural groups, peoples living with disabilities or complex needs and neurodiversity.
- Communicates with media as required and approved by Marketing department.

### **Qualifications, Experience & Education**

---

- Bachelor of Arts, project or event management, or relevant experience combined with a diploma or certificate in a related field;
- 3-5 years' experience in project and/or event management and delivery in the arts sector.

- Excellent organizational skills and the ability to work cooperatively and independently in a team environment.
- Experience scheduling volunteers and contractors preferred.
- Experience with Microsoft Office Suite.
- Knowledge of project management software and Adobe Creative Suite preferred.
- Demonstrated knowledge of and experience obtaining project and event permits including Special Occasion Licenses, Event Licenses, and Noise By-law Exemptions.
- Strong verbal and written communications skills and ability to comfortably deal with people from a range of backgrounds in a culturally diverse environment.
- Serving It Right, Food Safe and First Aid Certification OR willingness to acquire training.
- Knowledge of A/V equipment preferred.

### **Working Conditions**

---

- Ability to work a flexible full-time schedule including evenings and weekends.
- Average workday includes shared office, open gallery settings or off-site locations.
- Valid driver's license is required.