



Approved By:	Nancy Noble
Date Approved:	October 2024
Reviewed By:	Steven McNeil/Gary Leibel

Job Title	<i>Events Coordinator</i>
Reports To	<i>Director of Visitor Experience and Programs</i>
Hours of Work	<i>Monday – Friday, 9am-5pm, 35 Hrs/Week. There will be times when this position is required to work evenings and weekends.</i>
Remuneration	<i>\$31.07 per hour (Effective March 22, 2025) This is a permanent full-time unionized position - CUPE Local 410. Pay grade 6, pay rates are set in accordance with the Collective Agreement</i>
Location	<i>Victoria, BC</i>

Position Summary

Under the direction of the Director of Visitor Experience and Programs, the Events Coordinator works with others to design events and oversee their delivery in support of gallery programming and events and third-party facility rentals.

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 Events 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 donor programs.

Responsibilities

Event Development and Production– 40%

- Leads the coordination and oversees planning, project management and implementation of Paint-In and other AGGV events in collaboration with department project leads and 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, collaborating 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 (i.e., 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.

Facility Bookings, Rentals, and Gallery Events – 35%

- Ensures the Facility Rental process is safe, secure, efficient, and effective by collaborating with internal and external stakeholders to meet all requirements for successful event execution.
- Coordinates facility bookings to ensure availability and suitability of gallery spaces.
- Ensures that specific facility requirements are addressed for third-party rentals, ensuring seamless integration with gallery events and programs.
- Manages the liquor license and all related actions and duties for facility rentals, ensuring compliance with regulations and smooth service during events.
- Consults with the Visitor Experience Coordinator to schedule event staff as required, aligning the scheduling of facility rentals with planned internally hosted events to optimize resources and support visitor engagement.
- Generates facility rental contracts with third parties and coordinates with the finance department to ensure timely payment.

Administration – 10%

- Develops and implements processes for effective communication and execution of all events.
- 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.

Other Duties - 15%

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

Communications & Reporting

INTERNAL

- Reports directly to the Director of Visitor Experience and Programs.
- Communicates across Gallery departments to ensure the timely and successful delivery of in-person and on-line events, including facility bookings and associated logistics
- Coordinates with other members of the Gallery staff and volunteers to lead off-site major events

EXTERNAL

- Consults with community partners, institutions, external contractors and organizations in the region and beyond to facilitate rentals and event delivery.

- 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 the 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, including facility bookings and rentals.
- Excellent organizational skills and the ability to work cooperatively and independently in a team environment.
- Experience scheduling volunteers and contractors preferred, particularly in the context of event logistics.
- 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, Liquor 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.