

**VANCOUVER ART GALLERY**  
**Regular Full-Time Position**  
**Event Associate**

Reporting to the Manager of Gallery Events, the Event Associate performs event coordination/execution/support and administrative duties for a variety of Gallery and partner events and projects.

DUTIES

Event Coordination

Coordination of internal events such as exhibition openings, media previews and sponsor/partner rental events

Provides on-site coordination of activities prior to and during fundraising and special events to ensure that proper logistical arrangements are implemented and problems resolved.

As required, negotiates agreements for provision of services with other partner organizations regarding rental of facilities and services, subject to the approval of Manager of Gallery Events.

With direction from the Manager of Gallery Events, assists with the logistical and administrative elements of large fundraising corporate partner events and projects at the Vancouver Art Gallery.

Coordination of logistical arrangements for catering, security, facility rentals, and internal services.

Assists with briefing appropriate Vancouver Art Gallery staff regarding security, audio-visual, preparation and volunteer assistance requirements for fundraising and special events.

Maintains production and event schedules for fundraising and special events and in close coordination with the Manager of Gallery Events.

Coordination of administrative elements of fundraising and other special events at the Vancouver Art Gallery.

Works closely with all gallery departments as required to support other gallery events.

Event Coordination continued

Assisting with the development of event budgets under the guidance of the Manager of Gallery Events. Obtaining estimates from various vendors and gathering other requested information to be presented in an organized format.

Maintaining accounting records and event budgets. Producing purchase orders and processing invoices to be approved by the Manager of Events and maintaining records and files.

#### Administrative Support

Continually working to improve and build centralized and uniform systems for information and detail to ensure transparency and greater communication for working collectively.

With the approval and guidance of the Manager of Gallery Events, gathering information and documentation regarding vendors coordinating communication for internal and external parties. Coordinating information flow among divisional and gallery staff. Distributing a variety of material and following up on outstanding items, as necessary.

Using appropriate software, assists Manager with the preparation of reports and presentations, producing professional output with a high level of accuracy, style and impact.

Drafting responses, standard letters and memos. Preparing cheque requisitions and other administrative paperwork, as required.

Recommends improvements, changes and alternatives to clerical and administrative procedures and implements after discussion with Manager.

#### Miscellaneous

Answers a wide variety of enquiries related to exhibitions, tours, artists, programs, lectures and events, and provides general information on the Gallery's various functions.

Has the ability to work evenings and weekends as dictated by event schedules.

Represents the Gallery with a high level of integrity and professionalism.

These duties and responsibilities outlined above are representative, but not all inclusive.

#### **QUALIFICATIONS:**

Business Diploma plus a minimum of 3 years' experience in the field of event or facility management or Hotel Sales and Management. Direct experience in coordinating, negotiating and overseeing facility rentals working with clients in the conference, event planning, film or entertainment fields is preferred. Candidates should be accustomed to working in busy environments and have strong customer service and work prioritization skills. Experience with a dedicated venue management system such as Delphi or Reserve is a strong asset

**SALARY:** Pay Grade 17, \$22.16 - \$25.79 per hour

**HOURS:** Flexible work Schedule, 35 hours per week. Weekend and evenings as required.

Please send your resume by Friday, January 18, 2019 to the Director of Human Resources, Vancouver Art Gallery, 750 Hornby Street, Vancouver, B.C. V6Z 2H7, Fax: 604-682-1086, email [hr@vanartgallery.bc.ca](mailto:hr@vanartgallery.bc.ca)

*We thank all applicants for their interest; however, only those short-listed will be contacted.*