

VANCOUVER ART GALLERY
Regular Full-Time Position
Gallery Rental & Event Assistant

DUTIES:

Reporting to the Manager Gallery Events the incumbent promotes and sells the Gallery as a venue for events, and working with the Manager Gallery Events, establishes budget goals for facility rental program and growth and recommends achievable targets. Acts as the Gallery's facility rentals representative and provides information to potential clients regarding building rental facilities specifications, capabilities, availabilities, rental rates, etc. In consultation with the Manager Gallery Events negotiates rental contracts with both clients and gallery staff; identifies areas of possible accommodation and modifications to the Gallery's daily operations for rentals and negotiates same to ensure as little disruption to operations as possible. Performs all administrative duties related to rentals including reviewing contracts with clients to ensure mutual obligations and Gallery usage guidelines are understood. Coordinates with internal staff for in-house services and scheduling as required with Event Liaisons, Gallery Operations Staff/Services, Security, Preparation, coat check, Janitorial, etc. Assists as required, with larger Gallery fundraising and programming events. Performs a variety of related support tasks in relation to the foregoing activities.

QUALIFICATIONS:

Business Diploma plus a minimum of 2 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: 7 hours per day, 35 hours per week. Hours of work 10:00 a.m. to 6:00 p.m., includes some evenings and weekends for the purposes of liaising with clients, Gallery events, rentals program marketing and networking.

Please send your resume by Friday, October 13, 2017 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

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