

VANCOUVER ART GALLERY ASSOCIATION
2 ON-CALL POSITIONS
RENTAL EVENT LIAISON

DUTIES:

Reporting to the Manager Gallery Events and through the Gallery Rental Booking Clerk the Rental Event Liaison performs as the point of contact during private rental events. The Rental Event Liaison welcomes clients and vendors and monitors their activities and ensures they adhere to Rental event rules and guidelines. The incumbent ensures the private event runs smoothly to meet both the client's needs and those of the Gallery. The Rental Event Liaison keeps regular communication with Security staff to ensure safety and security procedures are met. The incumbent collaborates with Gallery staff departments, including but not limited to, Building Services, Preparation, Coat Check, Audio Visual and Educators. The incumbent has the ability to multitask and be proactive while performing a variety of event related support tasks. The Event Liaison will also be required to provide administrative support to the Gallery Rental Booking Clerk during scheduled office shifts. Administrative shifts take place within standard business hours. Administrative duties include event client follow up via email and telephone.

QUALIFICATIONS:

Customer service and front-of-house experience in event planning, film, entertainment or Hospitality field is preferred. Excellent problem solving skills with the ability to maintain tact and diplomacy while under pressure. Exceptional communication and organizational skills. Ability to establish and maintain strong working relationships with clients, the public and Gallery staff. The ability to work a flexible schedule, including weekends and some evenings is required.

SALARY: Pay grade 11, Step 2: \$18.44 per hour plus % in lieu or benefits

HOURS: Hours will vary dependant upon the Event Calendar. Shifts included days, evenings and weekends

Please mail, fax or email your resume by Friday, September 15, 2017 to the Director of Human Resources, Vancouver Art Gallery, 750 Hornby Street, Vancouver, BC 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.