



Position: Event Coordination

Compensation: \$22 / hour

Hours: Temporary Employment; BC Summer Jobs

30 hours per week x 9 weeks

Office Environment: 60 Wharf Street, Nanaimo

Position Overview:

The Event Coordinator will bring skills in event organization, team work, working with artists from diverse cultures, and procedures used to organize a major performing arts festival, including safety and protocol, cultural competence, marketing and publicity, skillful debrief, statistics gathering and stewardship.

The Event Coordinator will work in close partnership with the Artistic Managing Director and the technical team to assist in specific production responsibilities of our 2021 InFrinGinG Dance Festival, online workshop coordination, and prep planning for the fall season of events. All activities will comply with Health Authority Restrictions and Guidelines.

Specific Duties and Responsibilities

- Production Assistance - Includes front-of-house coordination, and pre/post-event coordination, as well as maintenance of an accessible team master calendar for festival events and meetings.
- Artist Hospitality - Coordinate the arrival and departure of guest artists; ensure travel plans, transportation, and accommodation arrangements remain current per covid restrictions; provide information of local amenities, directions, services and schedules.
- Marketing and Publicity - Support the publicity plan for festival marketing and communications; post schedule for Facebook and Instagram; engage in other social media communications.
- Communications - Compile and send communications to artistic teams and support production teams as a liaison between them and artists.
- Team Support – Attend weekly meetings and provide support to Event team members and artists as reasonable and required.
- Corporate Sponsor Stewardship – Assist in ensuring corporate sponsorship benefits are fulfilled and that attending sponsors are hosted.
- Volunteer Coordination - Coordinate, manage and track volunteers and roles; keep a record of hours and tasks completed; maintain harmonious relationships with all volunteers.
- Participant Stewardship - Prepare front-of-house, registration and ticket sales sheets for shows, dance classes and workshops.
- Administrative Support - Prepare documents related to the planned events adhering to professionalism and brand standards.
- Planning – Support planning and preparations for the 2021-2022 season of events

- Follow-up - reporting - Participate in debrief; prepare reports and communications with statistics for future planning; update database; track social media statistics; track event statistics including audience attendance, workshop registrations, etc.; prepare acknowledgements of stakeholders and partners.
- The position will require some evening and weekend work and hours will vary depending on production schedule

Required Qualifications, Knowledge, Education and Skills:

The ideal individual possesses these competencies. If you do not match with all that are listed below, we invite you to still apply as we will train the right individual.

- Interest and/or experience in development and implementation of planning strategies;
- A focused attention to detail, with excellent organizational skills;
- The ability to work independently as well as part of a team, showing up with eagerness, accountability and stamina
- Proficiency with Microsoft Word, Excel, and Google Docs;
- Knowledge in use of social media sites and marketing software such as MailChimp;
- Skilled in digital business technologies, communication/contact management programs, website maintenance, CMS database systems, and mail merge;
- Punctual with strong organizational skills;
- Sharp attention to detail;
- The capacity to work effectively and efficiently in a complex, fast-paced, and changing environment with numerous deadlines and priorities;
- Collaborative team member with the ability to take direction;
- Multi-tasker; creative; curious; productive; self-motivated; adaptable; responsible; able to both lead and follow; ability to multi-task, resourcefulness
- Knowledge of the non-profit and/or performing arts sector is helpful;
- A Vulnerable Sector check by local RCMP is required.
- Ability to communicate effectively, respectfully and professionally both verbally and in writing in a courteous and clear manner;
- Demonstrated interpersonal and time management skills and the ability to manage expectations
- Driving is an essential part of this placement

How to Apply:

This position is funded through the Canada Summer Jobs Program. The successful applicant must be:

- Be a Canadian citizen, permanent resident or have refugee status in Canada
- Be between 15 and 30 years of age at the start of employment
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

Applications will only be considered if they meet the Canada Summer Jobs Programs requirements as well as the relevant qualifications and skills of this job posting.

Please send submit a cover letter, resume, and three references to dance@crimsoncoast.org with “Event Coordinator” in the title.

Closing date for applications is Monday, May 31, 2024. Only those selected for an interview will be contacted. References will be contacted prior to scheduling interviews.

Fostering inter-cultural, inter-disciplinary, multi-perspective dialogue is at the heart of our artistic vision; we believe difference illuminates possibility. We are committed to equity and inclusion in our hiring practices and welcome applications from all who are interested, and in particular from those who identify as equity-deserving. If you require accommodation in the application or hiring process, please let us know.

About Crimson Coast Dance:

Crimson Coast Dance (CCD) is a non-profit Society celebrating over 25 years of developing and supporting contemporary and cultural dance creations, productions, performances, and educational opportunities at both grass roots and professional levels in Central Vancouver Island. The organization has an active Board of Directors, committed public sector support, and an office at the Centre for the Arts in downtown Nanaimo. The Society is committed to raising the profile of dance, cultivating an engaged dance community, developing dance audiences outside the BC Lower Mainland and offering performance and teaching opportunities for professional dance artists and enthusiasts, including equity-deserving peoples in the growing cultural community in Nanaimo.

CCD programs events year-round. We produce: Dance on the Crimson Coast Mainstage Series; Body Talk Teen Program, a year-long youth ‘skills in arts’ explorations; the InFrinGinG Dance Festival in July; Residencies and the Mixed Abilities Dance Jams.

Along with this programming we produce the signature, annual, fundraising initiative; The Wee Tipple Party: Nanaimo’s Whisk(e)y Festival.

CRIMSONCOASTDANCE.COM