



Special Events Coordinator Job Description – Canada Summer Jobs

Hours: 35 Hours Weekly, 8 weeks Full-time Position

Wage: \$19.00 /hr

Start Date: July 2, 2024

End Date: August 20, 2024

Posting Closes: June 2, 2024 at 11:59PM

Must be flexible and willing to work some nights, weekends, and holidays. Remote work will be possible, with in-person work arranged as health and safety guidelines allow.

This position will be responsible for coordinating and implementing Squamish Arts' (SA) flagship summer programs, The Squamish Arts Festival and Amped in The Park. The Squamish Arts Festival is an important community event and is currently the only dedicated arts and culture festival for Squamish. The event sees 5,000 attendees each year and is growing. This position will be integral to the success and advancement of the 2024 festival and provide an incredible learning opportunity for the employee to work with industry professionals and pull off a community-wide event that reaches all populations, promotes tourism, and offers connection and celebration of Indigenous culture and artists.

This position will work closely with the Festival Director and will be supervised by the Programs and Communications Manager.

Core projects of the Special Events Coordinator will be

- Keep track of and record marketing analytics
- Assist with social media content creation
- Researching and establishing registration systems and information materials
- Determining requirements for hospitality services, signage, multimedia equipment, printing and other technical services, and arranging for and managing contracts for these services
- Coordinating with contractors, performers, and SA staff to establish day of logistics
- Working with SA staff on site to manage load in and load out for all events
- Assisting with onsite event set up and tear down
- Recording and tracking all relevant statistics for post event reporting

Qualifications

- Excellent communication and organization skills
- Must have a working knowledge of Facebook, Instagram, MailChimp, Google Suite, and Squarespace
- Advanced skills in Microsoft Office
- Ability to develop work plans, establish priorities, solve problems, and work within deadlines
- Strong time management and multitasking abilities
- Excellent attention to detail
- Ability to work independently and in a team setting
- Ability to complete assignments in a timely and efficient manner

Assets

- Specific knowledge of Squamish community, history, and demographics, and Squamish Arts
- Driver's license
- Valid Serving it Right certificate

Requirements to apply:

The applicant **MUST**

- Be between 15 and 30 years of age at the beginning of the employment period

- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the 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
- Either live in Squamish or be able to commute to work in a timely fashion
- Ability to work on weekends, holidays, or evenings for events

Please do not send an application if you do not meet **all** the requirements to apply.

We are committed to providing a safe and respectful workplace free from harassment, discrimination and sexual misconduct.

This position starts July 2nd, 2024.

Please submit a resume with a cover letter to info@squamisharts.com along with some examples of creative work. All electronic files and attachments should be in PDF format.

Only successful candidates will be contacted for an interview.