



ARTS UMBRELLA

Special Events – Summer Intern

Three-Month Part Time Unpaid Internship (Granville Island)

With a mission of “Inspiring Creativity. For Good,” **Arts Umbrella** is a not-for-profit arts education centre for children and youth ages 2 to 22. We foster the creativity of young people by providing innovative and quality visual and performing arts programs that inspire creativity, spirit, and passion. Delivering both tuition-based and free outreach programs, we touch the lives of 22,000 children a year!

For 35 years, Arts Umbrella has been offering a lively, positive, and supportive work environment and an opportunity to make a difference. We are passionate about the arts and believe that through arts education, we can positively impact our community and our world. Arts Umbrella is an organization with a heart, where self-expression and creativity are valued and nurtured.

The Opportunity

The internships will take place over three (3) months, from **May to July 2018**. Reporting to the Coordinator, Special Events and the Coordinator, Annual Giving, the Intern supports Arts Umbrella’s Special Events team by assisting in the organization and execution of Arts Umbrella’s annual Golf Invitational fundraiser, as well as with related post-event tasks. Some of these tasks include:

- Assisting in creation of documents related to the Nicola Wealth Management Golf Invitational to Benefit Arts Umbrella, including Silent Auction bid sheets, Live Auction bid paddles, event programmes, and registration documents.
- Helping with pick-ups for Live Auction, Silent auction, and Raffle prizes from Arts Umbrella’s supporters.
- Helping create a comprehensive volunteer schedule and edit the manual for all Golf Tournament volunteers.
- Keeping the event closet in order and gaining knowledge of where materials to be used for the Golf Tournament are stored.
- Assisting in the set-up and breakdown of the Golf Invitational, which will take place on **Monday, June 25, 2018** at the **Point Grey Golf & Country Club**.
- Providing leadership on-site as a volunteer lead at the Golf Invitational.
- Performing other duties in keeping with the purpose & accountabilities of the job.

Qualifications and Education

An ideal candidate for this position would have some post-secondary education and experience in and passion for fundraising organizing events. Students Welcome!

- Experience in and with a passion for fundraising, and event planning and organizing.
- Exceptional organizational skills.
- Intuitive and problem solving ability.
- Strong multi-tasking skills; able to prioritize and manage competing priorities.
- Good knowledge of Microsoft Office Applications and Adobe Suite an asset.
- Flexible schedule and willingness to work weekends and long hours when necessary.
- A self-starter, with the ability work well in a team as well as independently.

Arts Umbrella Granville Island: 1286 Cartwright Street, Vancouver, BC, Canada V6H 3R8

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INSPIRING CREATIVITY. FOR GOOD.



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How to apply

If you would like to make a difference in the lives of children and youth in Metro Vancouver, and gain valuable experience putting together a fun and engaging fundraising event, please forward your resume and cover letter in one document to Arts Umbrella's Annual Giving Coordinator, Alex Cu Unjieng at acuunjieng@artsumbrella.com. Applications must be submitted no later than **4 PM Sunday, April 15, 2018** indicating **Special Events Summer Internship** in the subject line. We will review resumes as they arrive and schedule interviews when appropriate.

Arts Umbrella thanks all applicants for their interest and advises that only those selected for an interview will be contacted. **No phone calls please.**