



ASSISTANT, SPECIAL EVENTS

Full Time (35 hours per week)

What if you could go to work every day with a renewed sense of purpose and direction, confident in the knowledge that the work you do contributes to the greater good? Arts Umbrella is searching for an energetic, outgoing and organized assistant to support our drive to inspire creativity, for good.

Arts Umbrella is where young artists ages 2–22 cultivate their creativity in Dance, Theatre, and Art & Design. As a non-profit organization for arts education, we believe that art is powerful. Powerful enough to change kids' lives in incredible ways. When young people connect with the arts, they gain self-confidence, develop self-discipline, and discover creative expression—skills they carry with them for life. Arts Umbrella has four locations in Vancouver and Surrey, as well as donor-funded programs at schools, community centres, neighbourhood houses, and healthcare facilities across Metro Vancouver. We reach over 24,000 students every year, with over 80% participating at no cost.

Now celebrating its 40th year, Arts Umbrella move into the Emily Carr South Building on Granville Island in Fall 2020. This extraordinary opportunity will allow Arts Umbrella to realize our vision for a better world where all young lives are inspired to pursue a lifelong journey towards self-expression, compassion, and humanity. It is our mission to be Canada's leader in arts education for young people; to build community and deliver profound life experiences through our commitment to innovation, excellence, and inclusivity. Arts Umbrella is an organization full of heart, where self-expression and creativity are valued and nurtured.

The Opportunity

Reporting to the Manager, Special Events, the Assistant, Special Events is responsible for providing administrative support to both the Special Events team and the Capital Campaign. The Assistant will play an important role in ensuring all details of the event process are completed thoroughly and accurately. This role will actively develop and maintain strategic relationships with artists, gallerists, committee members, sponsors and suppliers. The Assistant will aid Capital Campaign events, presentations and engagements that support organizational and fundraising strategies.

Key responsibilities include, but not limited to the following:

- Reviewing, analyzing and negotiating contracts or logistics related to capital campaign partnerships or donations of product (GIK).
- Picking up signage from external printer.
- Preparing all event supplies, gathering all materials and cross-checking.
- Running errands for additional supplies as required.
- Loading and unloading the van with all supplies.

Art Coordinator support role includes (but not limited to):

- Transporting pieces of art to/from artist studios.
- Coordinating artwork to be taken to and from photographer.
- Bubble wrapping artwork.

Pre and post event role includes (but not limited to):

- Leading various mail outs both hard copy and electronic.
- Preparing thank you coordination, printing, tracking and mailing.
- Preparing silent auction bid sheets via Mail Merge.
- Assisting the team with a variety of pickups as required.
- Processing all cheques received: coding, scanning and filing.

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

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ARTS UMBRELLA

- Processing all invoices approved: scanning and filling.
- Managing inventory storage.
- Creating and distributing post event sponsor stewardship reports.

Event role includes:

- Playing a key role in event execution, as part of the core event team.
- Assisting with leading a group of volunteers at registration or in other role event roles as required.
- Problem solving and support ensuring exceptional guest experience.
- Lifting of boxes, event supplies and artwork will be required.

Here is what you bring

- A post-secondary diploma and event related experience would be an asset.
- A positive and professional attitude.
- Fantastic people skills, extremely organized, and the flexibility to work weekends and evenings, as required, to support events.
- Proof reading experience would be an asset.
- Experience with Raiser's Edge or other fundraising related databases.
- Proven knowledge in Microsoft Office and Adobe Creative Suites.
- Excellent communication and project management skills.
- Driver's license is mandatory.

How to apply

If you have what it takes and are looking for a great opportunity to work within a forward-thinking organization, send your resume and cover letter to job@artsumbrella.com, indicating **Assistant, Special Events** 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.**