



Director, Special Events

Employment Type: Full time position, 5 days per week, 35 hours per week

Location: Granville Island

About Arts Umbrella

Arts Umbrella is where young artists ages 2–22 cultivate their passion and creativity in the visual and performing arts. As a non-profit organization entirely dedicated to arts education for children and youth, we believe that art is powerful. When young people engage in the arts, they gain self-confidence, develop compassion, and discover creative expression—immeasurable life-long skills. A professional faculty delivers a wide range of instruction at every level, including advanced opportunities for young people who want to push, inquire and develop a more in-depth practice, including post-secondary scholarship programs across the spectrum of creative fields. With locations in Vancouver and Surrey, Arts Umbrella delivers tuition-based programs as well as donor-funded community-based programs that bring the Arts Umbrella experience to children and communities in Metro Vancouver who would benefit from them most. Each year, Arts Umbrella serves more than 20,000 young people, with nearly 80% through community-based arts education programs, bursaries, and scholarships.

In April 2021, Arts Umbrella opened the doors of its new, 50,000 net-square-foot facility on Granville Island. This state-of-the-art building includes six spacious dance studios; four theatre, music and film studios with specialized technical equipment; 10 art and design studios, including a media lab, ceramics studio, and a photography darkroom; a 132-seat theatre; a public exhibition space; and a dedicated workshop area for woodworking, stagecraft building and general fabrication. With this exceptional opportunity, Arts Umbrella is poised to further our vision for a better world where the next generations are inspired to seek wonder through the arts. 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 ("AU") is an organization full of heart, where self-expression and creativity are valued and nurtured.

Diversity & Inclusion

Arts Umbrella is dedicated to promoting diversity and inclusion. Our commitment is reflected in our programming, the audience we engage with, the students we serve as well as the staff we employ. Diversity and inclusion in our organization means fostering a workplace in which individual differences are recognized, appreciated, and respected. We actively seek applications from Indigenous peoples, visible minorities, persons with disabilities, people of all sexual orientations and genders, and others with knowledge in diversity and inclusion to help us strengthen our commitment.

The Opportunity

Reporting to the Senior Director, Fund Development, and working collaboratively to contribute to the overall success of the Development team, the Director, Special Events is responsible for signature events, third-party event initiatives, as well as donor stewardship events.



Key Accountabilities:

- Grow the existing signature fundraising events - Splash Art Auction & Gala, and the Nicola Wealth Management Invitational to Benefit Arts Umbrella.
- Provide effective leadership to Special Events staff, including Special Events Coordinators (2) and Splash Art Coordinator, establishing and regularly reviewing performance objectives.
- Work with the Senior Director, Fund Development on annual planning, budgeting and goal setting, including strategically growing the signature events revenue targets annually.
- Effectively manage department budget and monthly forecasts, and ensure budgets are on target.
- Lead event fundraising strategy, including sponsorship, registration, auction, fund-a-need, gift-in-kind, and other fundraising initiatives.
- Oversee volunteer event committees, including recruitment, orientation and management as the main Arts Umbrella contact; attend all meetings and provide support, as required.
- Manage Special Event contractors and external relationships, including graphic designer, event production, and venue.
- Oversee post-event reconciliation process, including tax receipting, thank you letters, and stewardship.
- Collaborate effectively with AU faculty, administration, and staff to maximize results
- Work collaboratively and creatively with other Development staff to enhance potential interest of donors.
- Develop and maintain relevant policies and procedures.
- Support Fund Development to build a major gift pipeline.
- Support the Senior Director in other duties that contribute to the successful operation of the department.

Here is what you bring

- Bachelor degree or equivalent combination of education and experience.
- A minimum of eight (8) years of event management and/or fundraising experience.
- Demonstrated success in fundraising, planning events and managing staff.
- Knowledge of Raiser's Edge and Givergy; proficiency in Microsoft Office.
- Knowledge of arts & culture landscape an asset.
- Successful track record of working with internal and external stakeholders including volunteers and committees.
- Good listener who is intuitive, perceptive and insightful, with excellent oral and written communication skills.
- Demonstrated attention to detail and excellent organizational skills.
- Ability to meet tight deadlines while managing conflicting priorities.
- Ability to handle calmly and efficiently situations ranging from routine to highly complex.

How to apply

Send your resume and cover letter to job@artsumbrella.com, indicating **Director, Special Events** in the subject line. We strongly encourage applicants to apply as soon as possible, as we will review resumes and schedule interviews as they arrive. This position will remain open until filled.

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