

EMPLOYMENT POSTING



Development Events Assistant

Employer: BARD ON THE BEACH SHAKESPEARE FESTIVAL

Bard on the Beach Theatre Society is Western Canada's largest Shakespeare Festival with an annual budget of over \$6 million and welcomes over 100,000 patrons per year. Now entering our 28th Season, the Festival offers Shakespeare plays, related dramas, and several special events from June through September in two large theatre tents in a magnificent setting on the waterfront in Vanier Park and arts education programming year-round. Bard's administrative and production activities take place the BMO Theatre Centre in Olympic Village.

Overview:

Reporting to the Senior Development Manager and working closely with the Corporate Sponsorship and Events Officer, the Development Events Assistant will assist corporate and special events on site, as well as general administrative duties. This person should be a self-starter, provide exceptional customer service, be able to multi-task and work with a dynamic team of staff and volunteers.

Areas of Responsibility and Activity:

- Work closely with the Development and Operations Team on Bard on the Beach's onsite events such as Corporate Sponsorship Events, Member Events and Tours, Wine Wednesdays and others.
- Assist in a broad range of logistical and event coordination tasks, including creating seating plans, organize guest lists, name tags, gift bags, etc.
- Provide on-the-ground assistance and support during events, including set up and logistics, and provide exceptional customer service to sponsors, clients, guests, members and patrons during events.
- Provide post-event strike and clean up, including bar and concession cash and inventory reconciliation when needed.
- Ensure proper event signage and corporate recognition for onsite events.
- Assist with event check-in and ticket distribution.
- Liaise with various vendors including event planners, caterers, decorators, equipment rentals, etc.
- Liaise and coordinate with the extended Bard staff including Senior Staff, Front of House, Box Office, Volunteers, Concession and site management departments.
- Additional general duties throughout the season supporting the Development Team as required.

Qualifications:

- Strong communication and organizational skills.
- Exceptional attention to detail, deadlines and timelines, with the ability to multi-task in a dynamic environment
- Comfortable with lifting boxes, chairs, tables, etc.
- Serving it Right, Food Safe and a valid driver's license is an asset.
- Interest in theatre and Shakespeare and familiarity with Vancouver's arts and cultural scene.
- Proficiency with Microsoft Office Suite, esp. Excel, MS Word and mail merges.

Hours: 37.5 hrs per week. Hours will include evenings and some weekends.

Compensation: This is a temporary, seasonal position (June to September) paying \$14 per hour. Applicants must be eligible for the Canada Summer Jobs grant and be returning to studies in the fall.

Apply: Please submit cover letter and resume to Senior Development Manager, Amy Benson at resumes@bardonthebeach.org by Wednesday, May 3, 2016.

Thank you for your interest. Only those applicants selected for an interview will be contacted.

BARD ON THE BEACH SHAKESPEARE FESTIVAL

BMO THEATRE CENTRE, 201 – 162 WEST 1ST AVENUE, VANCOUVER, BC, CANADA V5Y 0H6 • PHONE 604-737-0625 • www.bardonthebeach.org
A Non-Profit Society and Registered Charity