



INTERNSHIP: STUDENT WORK PLACEMENT PROGRAM

## 60th Anniversary Coordinator

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We're looking for a 60<sup>th</sup> Anniversary Coordinator and we're hoping that person is you! With a return to theatre on our three stages, now it is an exciting time to join our growing company!

### About Us

The Arts Club Theatre Company is Canada's largest year-round not-for-profit theatre company. Now in our 59th season, the Arts Club offers the best in professional theatre and has staged over 630 productions. Arts Club is grateful to have our offices, rehearsal halls, workshops, and theatres on the unceded, ancestral and traditional shared lands of the x<sup>w</sup>məθkwəyəm (Musqueam), Skwxwú7mesh (Squamish), and Səlilwətaʔ/Selilwitulh (Tseil-Waututh) Nations.

We are British Columbia's largest non-profit cultural employer- hiring more than 500 artists, staff, and crew to stage up to 20 shows annually. We educate and cultivate students and theatre lovers of all ages—over 2,500 people engage in our education and professional development programs annually. We support artists and other arts organizations through professional engagement activities, believing firmly that an investment in the industry benefits all. We are a major economic driver in the areas surrounding our venues—our theatres attract a quarter million theatre patrons to dine and shop in the South Granville, Olympic Village, and Granville Island neighbourhoods.

### Our Mission

To inspire and nurture artists and audiences through cultural experiences that are engaging, thought-provoking, and artistically innovative.

### Our Vision

A community that, through storytelling, is inspired to reflect on who we are and who we can be.

### Our Values

- ❖ **Determination** We have the drive to continue to move forward, with a respectful nod to our tenacious past and a fearless embrace of our future. It is through this forward momentum that we ensure we are the artistic leaders of our community.
- ❖ **Curiosity** We have a strong desire to know more; about ourselves, our art, and our patrons. This spirit is reflected in our willingness to make room for diversity of thought. This exploration of different viewpoints and ideas is reflected in our engagement with each other, with our art, our peers, and our community.

- ❖ **Creativity** We use our imaginations to explore our artistic practice and champion innovation in all the work that we do. We believe in the depth of our local talent and use our resources to showcase it.
- ❖ **Comradery** We interact with each other with good-fellowship and levity. Our spirit of generosity and warmth is seen in our empathy towards each other, our artists, our patrons, and our community. This allows us to embrace differences and makes us stronger.
- ❖ **Safety** The health and well-being of each other and our community informs our work and creates a safe, inviting, and inclusive space for all who enter and interact with us. We commit to constantly review our practices to ensure they are anti-racist and non-discriminatory. We are fiercely dedicated to being an organization that continually respects, champions, and uplifts underrepresented voices in all jobs.

We also strive to provide a safe work environment, both physically and mentally, and we have made ongoing commitments to inclusion, anti-racism and anti-oppression. We want the stories we work together to tell to have nuanced and varied perspectives.

## JOB SUMMARY

This role is contingent on funding from the Cultural Human Resources Council and is 12-week internship offered through the Student Work Placement Program.

As we celebrate this milestone anniversary, we are looking for an exceptionally well-organized coordinator who can help us turn our ideas into plans! The 60th Anniversary Coordinator will assist the Arts Club in planning and carrying out special events and outreach activities to celebrate the milestone season and the role the theatre company has played in shaping Vancouver's cultural landscape. This unique opportunity will work cross departmentally to ensure that there is representation from Artistic, Education, Outreach and Marketing departments.

This position reports directly to the Managing Director, but will work closely with the Director of Education, the Director of Marketing and the Director of Development. The 60th Anniversary Coordinator will be the point person for all of the special events related to the anniversary.

## DUTIES AND RESPONSIBILITIES

- Review digital archives for content to use in marketing and events.
- Assist with the planning of an archival lobby exhibit.
- Assist with silent auction solicitation and planning for the gala.
- Assist with designing and creation of event marketing materials.
- Assist in the planning and execution of gala.
- Recruit event volunteers.
- Work with Education and Outreach Departments to plan community events, including Culture Days.
- Liaise throughout the company about upcoming events and the deliverables needed.
- Attend monthly special event committee meetings.
- Assist with the planning and filming of short-form video and other content for social media channels.
- Assist in the marketing of campaigns and online events.

## SKILLS AND COMPETENCIES

- Proficient with Microsoft Office and Outlook.
- Well-developed organization and time management skills.
- Experience with event planning.
- Project management experience.

## QUALIFICATIONS

As a recipient of the Student Work Placement Program, you must meet the following criteria:

- Registered as a student in a recognized Canadian PSE (post-secondary education) institution in any program or field of study.
- Legally allowed to work in Canada according to the laws and regulations of the province or territory where they work.
- Either a Canadian citizen, permanent resident or a person granted refugee protection under the law.

## ADDITIONAL DETAILS

**Salary:** \$18.50 per hour

**Duration:** 12 weeks, from June 12, 2023 to September 1, 2023.

**Employment Type:** Full-time (Monday to Friday, 35 hours per week)

### How to apply?

The Arts Club is fiercely dedicated to being an organization that continually respects, champions, and uplifts underrepresented voices in all jobs; and we strongly welcome and encourage those who self-identify as coming from underrepresented communities to submit.

If this role sounds exciting and you'd like to learn more, please send your resume and cover letter to [humanresources@artsclub.com](mailto:humanresources@artsclub.com), with the subject: 60<sup>th</sup> Anniversary Coordinator– Arts Club Theatre Company.

Access and inclusion are deeply important to us. For those who have barriers to access to any part of our process as laid out, please don't hesitate to reach out to us and we will happily work with you to create a process that is accessible to you.

To enhance accessibility, you are also welcome to submit your application in one of the following formats: Word Document, PDF Document, Audio File, Video File, ASL Video, request a face-to-face Zoom application process, or suggest a format that is more accessible to you.

### Application Deadline: May 31, 2023

We thank all who express interest in this position; however, only those selected for an interview will be contacted.