



JOB POSTING

# Special Events Associate

The Fund Development Department is seeking an enthusiastic, detail-oriented, and energetic individual to take on the full-time role of Special Events Associate.

## About Us

The Arts Club Theatre Company is Canada's largest year-round not-for-profit theatre company. Now in our 60th season, the Arts Club offers the best in professional theatre and has staged over 657 productions. Arts Club is grateful to have our offices, rehearsal halls, workshops, and theatres on the unceded, ancestral and traditional shared lands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səlilwətaʔ/Selilwitulh (Tsleil-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 safer 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

Reporting to the Manager of Corporate Sponsorship & Foundations, this position will be responsible for planning and execute fundraising events to help grow the portfolio. Beyond their events responsibilities, they will also manage vendor relationships including a small portfolio of corporate sponsors. They will also assist the Manager of Corporate Sponsorship & Foundations with grant applications to private and family foundations. The ideal candidate will be someone who works well with tight deadlines and can be a sea of calm in a work environment that is fast paced and constantly evolving.

This position reports directly to the Manager of Corporate Sponsorship & Foundations but will work closely with the entire Fund Development Team.

## DUTIES AND RESPONSIBILITIES

- Plans and oversees fundraising dinners (approx. 4 annually)
- Plans and monitors an online auction
- Plan and execute two annual raffles
- Creates invitations for donor and corporate events
- Plans and oversees our opening night Artistic Director's Circle receptions
- Plans and executes our annual Donor Appreciation event
- Manages vendor relationships
- Manages a small portfolio of corporate donors and foundations
- Supports corporate events, including coordinating needs with other internal departments
- Assists with writing and submitting Foundation applications
- Assists with benefit fulfillment events for donors
- Manages all Development volunteers
- Must attend events in the evenings and on weekends as needed

## SKILLS AND COMPETENCIES

- Excellent organizational, administrative and project management skills.
- A decisive and detail-oriented individual who is able to keep seemingly diverse projects moving forward within a consistent strategic framework.
- Must be goal-oriented, self-motivated, and able to demonstrate great individual initiative with an eye toward results.
- A strong work ethic coupled with an enthusiastic and passionate approach.

- Outstanding written and verbal communications skills, interpersonal and collaborative abilities, team-building skills, and an entrepreneurial spirit must be evidenced.
- Candidate should carry a polished and professional demeanor with the highest ethical and professional standards.
- A university or college equivalent in general arts or business is an asset
- Exceptional customer service and outstanding interpersonal skills
- A valid driver's license is an asset
- Excellent computer skills including experience working with Canva or other design programs would be an asset
- Commitment to the value of teamwork and an ability to contribute constructively to the enhanced systems the company has been integrating and adapting

## QUALIFICATIONS

- Post-secondary degree in general arts or business, or equivalent experience.

## ADDITIONAL DETAILS

**Employment Type:** Full-time

**Salary:** \$50,000 – \$55,000 per annum (depending on experience and skills)

\*Monday-Friday (9:00 AM-5:00 PM), some evenings/weekends required, with a benefits package after 3 months of employment. There is an opportunity to work from home up to 2 days/week if conducive with work activities.

**Expected Start Date:** As soon as possible

### 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.

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, request a face-to-face Zoom application process, or suggest a format that is more accessible to you.

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: Special Events Associate – Arts Club Theatre Company.

**Application Deadline:** Open until filled.

We thank all who express interest in this position; however, only those selected for an interview will be contacted. The Arts Club Theatre Company is an Equal Opportunity Employer and hiring decisions are based solely on the merits of the candidates and needs of the "Society".