



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/24

Assistant Events Coordinator - Outdoor Spaces (Granville Island)

Job ID	D8-19-E9-34-73-9E	
Web Address	https://careers.indigenous.link/viewjob?jobname=D8-19-E9-34-73-9E	
Company	Canada Mortgage And Housing Corporation (CMHC)	
Location	Vancouver, British Columbia	
Date Posted	From: 2020-04-01	To: 2020-04-29
Job	Type: Full-time	Category: Miscellaneous
Languages	English Essential	

Description

Language Designation: English Essential

Language Skill Levels (Read/Write/Speak): ZZZ

Salary Range: \$46955.73 to \$52173.03

Position Status: Temporary Full Time

Granville Island is administered by the Canada Mortgage and Housing Corporation (CMHC) on behalf of the Federal Government. The mission of CMHC with respect to Granville Island, is to maintain and foster Granville Island as a unique urban oasis in the heart of Vancouver, a place where visitors of all ages and income can meet, browse, explore and experience a variety of cultural, recreational, educational, commercial retail, arts and industrial activities on a year round basis.

Improving accessibility, creating a market district, developing a more vibrant arts & innovation sector, and enhancing the public realm are the key recommended strategies of Granville Island 2040: Bridging Past & Future, released by CMHC-Granville Island. The report builds on the success of the past, while offering bold new recommendations that anticipate how Granville Island can remain a dynamic destination for future generations to visit and enjoy. For more information, and to read the full report, visit granvilleisland2040.ca

About the role

This 24-month full-time temporary position is an exceptional opportunity to become a member of the Granville Island team as Assistant Event Coordinator, Outdoor Spaces, where you will work with the Public Affairs and Programming department on Granville Island to coordinate the Granville Island Busking Program and maximize public use and enjoyment of Granville Island's outdoor public spaces.

How You Will Be Contributing

- * Manage Outdoor Spaces and coordinate their usage with buskers, community groups, schools, private functions, events and performances.
- * Answer queries, take bookings and disseminate information to members of the public booking spaces for weddings ceremonies, family picnics and school performances.
- * Cross-reference internal department events calendars alongside liaising with other departments and Granville Island partners to ensure feasibility of booking dates and times.
- * Assist with programming new and enhanced public spaces to meet specified objectives and in accordance with planned schedules and budgets.
- * Liaise with performers, crew and external cultural organizers during planning and execution of programming.
- * Prepare and maintain a detailed schedule of outdoor spaces uses
- * Communicate with stakeholders (Granville Island staff, businesses, security, traffic control, visitors and outdoor space users) as required to ensure smooth delivery of programming in outdoor spaces
- * Prepare an annual report on the contribution of the Outdoor Space bookings to the organization
- * Maintain, administer and review the Busking Program regulations
- * Administer a biannual adjudication process (approximately 150 entrants) for the Granville Island Busking Program. This includes promotional material and publicising.
- * Publish the daily busker schedule online and update information on the Busker website.
- * Prepare an annual report on the contribution of the Busking program to the organization
- * Daily contact with buskers including the busker schedule draw, application review, auditions, orientation, evaluation, correction, consistent discipline, and release, if required.
- * Conduct ongoing evaluation of the busking program to ensure adherence to regulations and by-laws and reflection of the Granville Island mission statement; implementing improvements as necessary
- * Network with other cultural and music organisations to ensure the Busker program is up to date with other city and province wide strategies and in turn encourage and promote professional development of street performers, so as to ensure continued opportunity for new performers on Granville Island.
- * Liaise with and provide back-up/relief for Volunteer Coordinator
- * Provide support to the Public Affairs and Programming department when necessary, setting up and striking event materials such as tents & tables, building décor, installing signage, etc.

What We Are Looking For

- * Post-secondary education in Event Management, Planning, Property Management or related field would be an asset.
- * Minimum of two (2) years experience in event organization/management and implementation
- * Experience working with musicians, street performers and/or other performance artists is an asset.
- * Experience managing a busking program and knowledge of the international busking world is an asset
- * Strong interpersonal, communication, teamwork and organizational skills

- * Ability to act with tact and maintain composure in stressful situations and with sensitivity with diverse groups, as well as work with numerous interruptions.
- * Ability to independently plan and manage one's time in order to meet strict deadlines
- * Ability to initiate and follow through on assignments with attention to detail
- * Ability to analyze, organize and present information alongside identifying the opportunity to streamline processes
- * Ability to build and maintain strong business and community relationships
- * Proficient in Word, Excel (website-related skills an asset)
- * Ability to work a non-standard workweek; this position is full time working Wednesday to Sunday. Work is also required on occasional evenings and holidays such as Canada Day.

How to Apply

Does this sound like you

Click the "apply now" button and create an account (it should take about 30 seconds). We're excited to hear from you!

Posting closing date: April 28, 2020 @ 11:59 pm EST (Note, the competition may remain active until filled).

Job Requisition ID: 4589

Primary Location: Vancouver, British Columbia

Security Requirement: Reliability Status

Travel Requirement: Travel not required

We sincerely thank all candidates for their interest, however, please note that only those applicants selected for further consideration will be contacted.

Diversity

CMHC is an employer that values diversity and encourages the learning and use of both Canada's official languages. CMHC is committed to employment equity and actively encourages application from women, Indigenous people, persons with disabilities and visible minorities

*If selected for an interview or testing, please advise us if you require an accommodation.