

WorkBC Employment Services – Job Posting

CLIENT & EVENT SERVICES COORDINATOR

Area of Relevancy	;#Sea to Sky;#
Company / Employer	Arts Whistler
City of the Job	Whistler
Address of the Job	4335 Blackcomb Way, Whistler
Job Type	;#Full Time;#Permanent;#
Availability Requirements	
Level / Salary Range	\$16-\$18/hr
Years of Experience	3-5 years
Position Area	
Date Job Posted	11/14/2018 12:00:00 AM
Application Deadline	1/1/2019 12:00:00 AM
Contact Name	Susan Holden
Contact Phone Number	
Contact Email	getinvolved@artswhistler.com
How to Apply	Apply with coverletter and resume to: getinvolved@artswhistler.com Attn: Susan Holden
Job Description	<p>Arts Whistler is passionate about Whistler, about arts, and about making arts and culture an integral part of day-to-day life. Operating out of the Maury Young Arts Centre in the heart of Whistler Village, Arts Whistler runs a variety of creative classes, showcases an exciting lineup of live shows for Arts Whistler Live!, and hosts year-round free-admission exhibits in The Gallery supporting local artists and their craft.</p> <p>Annual events include the Whistler Children’s Festival, Whistler Street Entertainment, Arts Whistler Holiday Market, We Heart Local Art, and Art on the Lake.</p> <p>Arts Whistler creates bold, inspiring, and engaging experiences and supports an arts and culture sector in Whistler that’s welcoming, accessible, and collaborative.</p> <p>Key Responsibilities: Client and Event Services</p>

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	<ul style="list-style-type: none"> • Work with venue clients to establish an event agenda and services tailored to their needs. Demonstrating excellent product knowledge, a professional manner, and commitment to meeting and exceeding the client’s objectives. • Serve as a supervisor on duty and performer/client liaison during events. • Comprehensive event set-up, tear-down and execution. • Ensure the safety of patrons, volunteers, and staff through emergency procedures, conduct policies, and responsible service of alcohol policies. • Demonstrate leadership, by briefing and overseeing staff and volunteers working on events. • Prepare event briefs and hand-over to staff. • Keep ahead of upcoming bookings and providing organization-wide team updates on venue bookings and hold operational meetings with the venue team. • Strengthen client relationships and retention through prompt client follow-up, post-event feedback and assisting the Venue Sales & Services Supervisor with maintaining bookings. • Create accurate contracts for all off-site equipment rental requests and internal client room bookings. • Organize and manage event listings, box office services, food and beverage services, special event rentals, as well as bar and confection services. • Ensure accurate bar inventory, reporting and product ordering. <p><i>Customer Service and Venue Operations</i></p> <ul style="list-style-type: none"> • Execute day to day operations for the venue and providing welcoming and helpful customer service at the front desk. • Share responsibility in executing the venue housekeeping roster, office administrative duties and Gift Shop upkeep. • Lead by example and assist in training front desk and event support staff in best practice customer service and procedures.
Accessibility	;#Accessible by Public Transit;#

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<p>Desired Qualifications and Experience</p>	<p>Qualifications and Attributes: • 2-3 years of experience working in event operations and sales within an event venue, hotel or similar will really help you excel in this fast-paced and diverse role. • You have the ability to sustain physical activity including walking up and down stairs, pushing carts, lifting and setting up tables and chairs, etc. • Solid administrative experience, as well as knowledge of Microsoft Office Suite and social media application proficiency. • Bonus points if you have working knowledge of event equipment and A/V, Occupational First Aid Level 1, Serving it Right Certificate, and Class 5 Drivers License. Additional Information: Full-time Permanent Extended medical benefits after 3 months Position posted until filled.</p>
<p>Opportunity Type</p>	<ul style="list-style-type: none"> •