

## **Employment Opportunity: Events Coordinator**

imagineNATIVE is an Indigenous charitable organization committed to greater understanding of Indigenous peoples, cultures, and arts and to the development and promotion of Indigenous media artists and their work. This is an amazing opportunity to be part of one of Canada's most successful arts organizations and one of the leaders in Toronto's vibrant independent film festival scene. The role will offer a high profile in the arts and Indigenous communities in Canada and internationally.

### **Events Coordinator (Fixed-term Contract)**

35 hrs/wk | \$23/hr | Apr 3, 2023 - Nov 13, 2023

The Events Coordinator will support the Events department, working collectively to execute the Festival's Special Events. The Events Coordinator reports directly to the Events Manager and works inclusively with all imagineNATIVE departments to ascertain priorities relevant to the Festival's Special Events. They are responsible for coordinating the Special Events logistics; booking, scheduling, ordering and purchasing items, ensuring that deliveries, load-ins and load-outs run according to schedule. They are also responsible for maintaining frequent communication with vendors, third party contractors, and artists. The Events Coordinator will act as a front-facing representative of the organization and will conduct themselves in a professional and positive manner at all imagineNATIVE Festival Special Events. This is a hybrid work position, with work taking place remotely and in person at the imagineNATIVE office, including event locations to assist with the imagineNATIVE Festival 2023.

### **Primary Responsibilities/Requirements**

- Establish or maintain relationships with venues and vendors
- Create and send invitations for events
- Hire Bartenders, Waiters, Food Vendors and other staff when required
- Retrieve and organize all artist assets, contracts and invoices
- Review contracts/invoices - flagging any concerns to the Events Manager
- Submit payments through our data management software to vendors/artists and update budgets
- Collaborate with the Accessibility Coordinator to retrieve all Special Events performer/host scripts for American Sign Language Interpreters + Deaf Interpreters (ASL's + DI's)
- Retrieve accessibility information from venues to create an accessibility document for the festival website.
- Coordinate in-person ticket sales and registration for special events
- Assist with Festival outreach as required
- Communicate effectively with artist's, venue staff and attendees
- Work in collaboration with the Programming Department to order awards and coordinate mail outs
- Conduct post-event evaluations and report on outcomes, providing stats, and suggestions for future events
- Research, connect and attend other like events for work purposes

- Create and submit internal volunteer requests, and coordinate Event Volunteers to assure the smooth running of in-person events
- Collaborate or assist the Outreach Coordinator with the implementation of outreach events
- Experience with and/or willingness to learn the systems in use for event management, such as *ELevent*, office management softwares; such as *Google Suite*, and our project management platform *monday.com*.
- Introduction to Festival programming: which systems are currently in use, review of programming mandate and guidelines
- Work extended hours during and leading up to the Festival.
- Be present and available at all in-person Events as requested by the Events Manager
- Experience and/or willingness to learn equipment and technical aspects for the run of festivals
- Assist with the smooth collaboration between imagineNATIVE and independent event contractors (50/50)
- Gather attendance numbers for all special events, ensuring they are captured for all reporting purposes
- Provide a written report post-Festival and coordinate attendance stats and reports for various internal teams
- Complete other tasks as assigned

### **DESIRED SKILLS**

- Written and verbal communication skills
- Detail-oriented, self initiated, and ability to work independently and as part of a team
- Ability to maintain a professional and pleasant demeanor
- Exceptional customer service skills
- Ability to multitask and work under pressure in a fast paced environment
- Ability to physically stand for long periods of time as well as lift and carry heavy objects for event load-ins, load-outs, set-up and tear-down.
- Great conflict management skills
- Possess analytical skills
- Proficiency in Google Suite
- Proficiency in Excel Spreadsheets or Google Sheets + Docs
- Great organizational skills
- Intermediate - advanced computer literacy skills
- Must be comfortable handling cash and debit/credit machines

Submit your cover letter and resume to [employment@imagineNATIVE.org](mailto:employment@imagineNATIVE.org) with the subject "Events Coordinator" by March 28, 2023 at 12:00 PM (noon) ET to apply.

imagineNATIVE is proud to have a dynamic and diverse staff with the majority being Indigenous individuals. We are committed to achieving and maintaining a team that reflects and affirms the diversity of our society and works together in providing a discrimination-free environment, characterized by respect and equity, where people can realize their full potential.

Should you require any accommodations in the application process, please contact [employment@imagineNATIVE.org](mailto:employment@imagineNATIVE.org)