



Event Coordinator

The [Prince Edward County Arts Council](#) (County Arts) is seeking to engage an Event Coordinator to help coordinate two multi-week visual arts exhibition events taking place at the County Arts Lab in summer 2024. As this position is funded through the Canada Summer Jobs program, candidates must ensure they meet the following eligibility criteria prior to submitting an application:

- Be between 15 and 30 years of age at the beginning of the employment period
- Be a Canadian citizen, permanent resident, or accepted refugee
- Have a valid Social Insurance Number

Start date: June 10, 2024

Salary: \$18/hour plus 4% vacation pay

Commitment:

- Full-time employment for 10 week Canada Summer Jobs program contract
- 35 hours per week on site at 206 Main Street, Picton (weekends may be required)

The Event Coordinator will learn both job specific and transferable skills in a professional setting, mentored by an arts administrator with over 20 years experience working in the Canadian arts & culture sector. The communications, client service, and digital skills acquired will be relevant in any work environment, including both the public and private sectors.

Tasks and Responsibilities

Reporting to the Executive Director, the Event Coordinator will perform tasks relating to the presentation of the organization's annual signature event, Art in the County ([artinthecounty.com](#)), and the inaugural exhibition exchange with Muskoka Arts and Crafts ([muskokaartsandcrafts.com](#)).

Art in the County and the Muskoka Arts and Crafts exhibitions will take place in the Picton Armoury from June 20 to July 7 and August 9 to 24, 2024 respectively. Both exhibitions will showcase 80-100 works by artists residing in either Prince Edward County, or the Muskoka region, and will be open daily to visitors.

The Event Coordinator's main responsibilities include managing the welcome desk for two summer art exhibits and related events, overseeing venue operations, and

assisting the Event Planner and other members of the organizing team with a variety of tasks related to delivering successful events.

Welcome Desk

- Staff the desk on a daily basis to greet visitors
- Operate the Point of Sale terminal to process entry fee, art sales, and sale of merchandise
- Oversee cash received and balance register twice per day
- Communicate with artists regarding the sale of their work
- Coordinate the volunteer schedule and volunteer training
- Answer questions from visitors about the exhibition and other related events

Tasks - Venue Operations

- Open and close the venue daily
- Ensure the venue is clean, safe, and comfortable for visitors
- Adhere to space capacity and other building regulations

Tasks - Assisting Event Planner

- Assist with artwork drop-off, opening reception, any special activities, and artwork pick-up for both events
- Ensure all artwork is correctly labeled and that sufficient print material is available
- Oversee submission of all print ads to local newspapers in a timely manner
- Compile visitor survey results and create comparative report
- Tabulate votes for People's Choice and Children's Choice awards
- Coordinate photo-ops with winning artists, sponsors, and local media
- Complete any other tasks as assigned by the Event Planner

The ideal candidate will have the following skills and experience:

- Secondary education complete
- Demonstrate an interest in the arts
- Strong spoken communication skills (English) and attention to detail
- Administrative experience would be an asset
- Positive disposition and interpersonal skills
- Eager to be a team player
- Responds well to direction, but also demonstrates initiative
- Prior experience working with the general public would be an asset
- Knowledge of spoken French would be an asset

County Arts is an equal opportunity employer and welcomes applications from all interested candidates. Learn more about our core values at countyarts.ca/our-mission.

Please submit your resume and a cover letter by May 21st, 2024 to Janna Smith, Executive Director at janna@countyarts.ca.