



Vancouver Pride Society

#304 - 1080 Howe Street
Vancouver, BC, V6Z 2T1
(604) 687-0955
jobs@vancouverpride.ca

Talent Coordinator

About Us

The Vancouver Pride Society (VPS) produces the annual Vancouver Pride Parade and Sunset Beach Festival, in addition to eight other annual events. VPS strives to produce inclusive, celebratory events, and advocate for LGBTQAI2S+ communities through an intersectional lens.

Tasks and Responsibilities

The applicant is expected to perform duties consistent with being a Talent Coordinator as assigned by the Events Manager. General duties include :

- ★ Reviewing performer and artist applications as they are received.
- ★ Booking talent with direction from Events Manager
- ★ Drafting booking confirmation contracts with artists and performers
- ★ Liaising with artists who create interactive art installations
- ★ Liaising with performers to ensure performance requirements are met
- ★ Scheduling performers at multiple events
- ★ Managing the stage at events
- ★ Managing a small number of stage volunteers at events
- ★ Liaising with the Communications Manager to promote talent
- ★ Liaising with Event Coordinators to integrate performances at events
- ★ Assisting with event set up and tear down

Canada Summer Jobs Program Requirements

- ★ This position is pending approval of Canada Summer Jobs funding
- ★ Be between 15 and 30 years of age at the start of employment
- ★ A Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment.
- ★ A valid Social Insurance Number at the start of employment and legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Vancouver Pride Requirements

- ★ Experience coordinating/booking talent or organizing events
- ★ Strong organizational and multitasking skills
- ★ Ability to stay calm in a high stress situation
- ★ Experience with Google Drive and Google apps such as docs and sheets
- ★ Experience using Facebook, Twitter, and Instagram
- ★ Familiarity with LGBTQAI2S+ communities and associated terminology
- ★ Flexibility to work weekends and evenings as required



Assets

- ★ Educational background in Event Management, Tourism, Event Planning, Hospitality or Public Relations
- ★ Valid BC Driver's License

Compensation

Compensation is \$20.00 pending approval from Canada Summer Jobs Program. This position is 32 hours a week, generally taking place Mon-Fri during office hours, but requires flexibility . This position runs from May 4, 2020 - August 14, 2020.

Diversity

Vancouver Pride Society is committed to seeking and sustaining a diverse and inclusive organization and as such, encourages those with diverse backgrounds, abilities, genders, sexual orientations and ethnicities to apply.

Application

To apply, please submit a cover letter detailing why you would like to work for Vancouver Pride and resume in a single PDF document to jobs@vancouverpride.ca. Please include "Talent Coordinator" in the subject line.

The deadline for applications is March 27, 2020.