

Overview

Organization: Victoria Poetry Project
Website: www.victoriapoetryproject.com
Position: Event Producer (or Event & Outreach Coordinator?)
Status: 1-year Contract, Part time
Contract Fee: \$7,000 (\$20/hour)
Hours: 350/year
Start Date: September 1

Organization Description

Victoria Poetry Project Society (aka. VPP) is a small not-for-profit arts organization based in Victoria, BC. VPP produces a series of spoken word open mics (Tongues of Fire) from September to May; an annual festival of youth spoken word arts (Victorious Voices) in April; and poetry-based workshops for schools and the public. Through its programming, VPP aims to provide CRD and Vancouver Island audiences access to professional and emerging spoken word artists from across Canada; to provide community members of all experience levels a stage to share their own poetry; to encourage and facilitate dialogue between spoken word and other artistic communities in Victoria; and to welcome and encourage diverse voices in the spoken word community and at VPP events. In accordance with our community values, we strive to challenge racism, sexism, homophobia, transphobia and oppression in all its forms in our programming, organizational practices, and perspectives. Likewise, we strive to make VPP events as accessible as possible, taking into account physical and economic barriers that reduce community access to events and stages.

Job Description

We are looking for an outgoing, community-minded Event & Outreach Coordinator who has a passion for spoken word poetry, community events and arts education. In collaboration with the Artistic & Managing Director, the Event & Outreach Coordinator finds and coordinates volunteers, technicians and hosts for a series of 20-30 events from September to May/June, and a 3-day youth arts festival in April. As well, the Event & Outreach Coordinator supports the Artistic & Managing Director with event planning, including welcoming and supporting featured artists, managing and handling cash, making bank deposits and supporting community engagement through social media. Additionally, the Event & Outreach Coordinator manages public workshops, including scheduling volunteers and managing registration, and liaises with schools participating in the Victorious Voices Festival.

This position is well-suited to someone looking for part-time hours and a flexible schedule. The successful candidate will be located within Greater Victoria.

Responsibilities

- Manage event production for the Tongues of Fire events series, including coordinating hosts and a small team of volunteers
- Manage event production for the Victorious Voices festival, including finding hosts, scheduling volunteers to run events and coordinating school engagement in the poetry slam tournament portion of events
- Receive workshop requests from community organizations and schools and book local artists to facilitate them
- Liaise with Artistic Director to ensure artist logistical and accessibility requirements are fulfilled
- Schedule, recruit and/or train hosts for events, ensuring event hosts are acting in accordance with values
- Liaise with venue staff on the day of events
- Support featured artists at events and workshops, as needed
- Manage cashbox, handle payments and make cash deposits at the bank
- Engage volunteers for events and grow volunteer pool on an ongoing basis
- Cultivate positive relationships with attendees, artists and volunteers

Qualifications

- Capacity to host events, as needed, and run them in a timely manner
- Experience coordinating public arts events or related events
- Good self-organization and time management skills
- Passion for and commitment to performing arts, open mic events, youth arts and arts education
- Capacity to think critically and work independently
- Experience with customer service and point-of-sale transactions
- Dedication to, knowledge of or commitment to learning community-centred approaches to justice, equity, diversity, inclusivity and decolonization
- Excellent interpersonal skills
- Availability to attend between two and four events per month for 10 months of the year (September to May)

Victoria Poetry Project Society strives to build an open and diverse community that fosters the inclusion of many different voices. We strive to provide equitable employment opportunities, and recognize that professional or educational opportunities may not be accessible to all individuals. We encourage applications from individuals of all backgrounds and abilities, and welcome self-identification of applicants from communities that may experience reduced opportunities on the basis on sex, sexual orientation, gender identity or expression, racialization, Indigeneity, disability, political belief, religion, marital or family status, or age. If there are any accommodations we can make to support you during the application process, please let us know.

How to Apply

Fill out the Google form and upload your resume/CV here:

<https://forms.gle/yQ5QYgwETZNxpfQ9>