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POSITION: Events and Stewardship Coordinator  
REPORTS TO: Director of Development and Philanthropy  
JOB TYPE: Part-Time Contract (32 Hours a week) from Sept 2024 - June 30, 2025

### THE COMPANY

Ballet BC is an internationally renowned creation-based contemporary dance company led by Artistic Director Medhi Walerski. Deeply committed to presenting new work by established and emerging choreographers in addition to acclaimed repertoire, the 20-dancer company performs today's most sought-after Canadian and international choreography. Ballet BC tours regionally and internationally to its regular performance season at the Queen Elizabeth Theatre in Vancouver, and is a leader and resource in the community through dance education opportunities, community and audience outreach, and professional development activities which serve to provide greater access to our art form.

The largest dance organization in British Columbia, Ballet BC is located on culturally vibrant Granville Island in the heart of Vancouver, situated on the traditional, ancestral and unceded territory of the Coast Salish peoples—the Skwxwú7mesh (Squamish), Stó:lō and Səl'ílwətaʔ/Selilwitulh (Tsleil-Waututh) and xʷməθkʷəyám (Musqueam) First Nations.

### THE ROLE

The Events and Stewardship Coordinator at Ballet BC will coordinate and execute various events to engage donors, patrons, and the community, and foster positive relationships with external stakeholders. This role is also responsible for assisting with fundraising communications and management duties. The successful candidate will play a key role in enhancing Ballet BC's presence through events and campaigns that align with our mission and values. This is a contract role with the possibility of extension.

### Specific Responsibilities

#### 1. Event Planning and Execution:

- Under the direction of the Director of Development and Philanthropy, plan and organize a range of annual engagement events, including receptions, fundraising and donor events, corporate client-hosting, and patron or community events.
- Coordinate event logistics, including venue relations, catering, audiovisual requirements, communications, and guest invitations.
- Act as the on-site point of contact for vendors and be available to receive event deliveries at Ballet BC offices or other event spaces.
- Execute events on-site, ensuring smooth operations and a positive experience for attendees.

- Prepare event project plans with detailed reports.
- Lead training for volunteers and event support staff.
- Coordinate logistics for raffles, 50/50, and other such fundraisers at Ballet BC performances and events.
- Develop and maintain a productive working relationship with project leadership, vendors and key clients.

## 2. Stewardship and Development

- Responsible for coordinating donation communications, donor relations and associated reporting.
- Support the senior team members with other department programs or initiatives as needed.
- Assist with administrative duties as required

## 3. Data Management:

- Maintain accurate records of event and donation details, attendance, and feedback.
- Use data to evaluate project success and identify areas for improvement.
- Liaise with the Development Coordinator to ensure tax receipts are issued for eligible event donations.

## 4. Budget Management:

- Budget management for projects, ensuring cost-effectiveness and adherence to financial guidelines.
- Submit invoices and receipts for event expenses to the finance department.

The above list is not exclusive or exhaustive and the Events and Stewardship Coordinator may be required to undertake such duties as may reasonably be expected within the scope of the position.

## QUALIFICATIONS

### Competencies:

- Proven experience in event planning.
- Strong organizational and project coordination skills.
- Excellent interpersonal and communication skills.
- Ability to work independently and collaboratively in a fast-paced environment.
- Creativity and innovation in developing engaging event and campaign concepts.
- Flexibility with work schedule to allow for meetings and events that may be held outside of normal working hours (early mornings, evenings and weekends).

### Education and Experience:

- Bachelor's degree in Event Management, Community Development/Engagement, communications or a minimum 2+ years of experience in Community Engagement or Event Management.
- Experience in a non-profit setting is an asset.

SALARY: \$29 per hour

HOW TO APPLY: Please send your CV and cover letter by September 13, 2024 via email to [hr@balletbc.com](mailto:hr@balletbc.com).

Ballet BC is an equal opportunity employer. We would like to thank everyone for their interest in Ballet BC. Please note that only those candidates selected for an interview will be contacted.