



JOB DESCRIPTION: Show Coordinator

Position Structure

3-month annual contract: Mid-May – Mid-August
40hr work week

Compensation

\$21 - \$24/hr, commensurate with experience

Location

SEAPARC Recreation Centre, 2168 Philips Road, Sooke

Organization Overview

The Sooke Fine Arts Society is a registered charity dedicated to supporting regional art & artists, and enhancing public engagement with the arts. The Society relies on the efforts of over 300 volunteers to carry out its activities, including the annual Sooke Fine Arts Show, Vancouver Island's largest arts event. The Show attracts more than 8,000 visitors each year to the community of Sooke, and plays a major role in the town's cultural and volunteer life.

Position Summary

The Society is seeking to hire a Show Coordinator for short-term annual employment contract beginning May 2025. The contract is renewable, and preference will be given to a candidate who can commit from year to year.

The Show Coordinator acts in support of the Society's Executive Director (ED), and works in conjunction with the Administrative Coordinator. The role is quite varied, encompassing various aspects of mounting a major art show.

The ideal candidate will have excellent communication skills, both verbal and written, and will be expected to interact closely with all stakeholders, including volunteers, sponsors, artists, community members and media. Strong computer skills are also essential, including proficiency with Mac software, spreadsheets, social media tools, and other online communication tools.

The part-time role requires flexibility as the workload shifts. This is a fast-paced, informal working environment that requires sound judgement, excellent interpersonal skills and superior organizational abilities.

Preference will be given to local candidates.

PRIMARY RESPONSIBILITIES

Data Management

- Coordinate all artist and artwork data with Administrative Coordinator

Digital Coordination

- Manage show digital programs (e-ticketing, Square system, artist submission system)
- Troubleshoot and resolve show software and hardware issues
- Set up and manage the digital art gallery

Communications

- Communicate and coordinate with artists throughout submission and exhibition phases

Event Coordination

- Assist the ED in planning and coordination of the annual Sooke Fine Arts Show
- Support team leader operations (guideline updates, intake lists, artwork lists)
- Act as the main liaison during the show, and oversee its smooth operation
- Organize payment processors & phone/internet service for the show
- Coordinate with the Administrative Coordinator during the annual show:
 - Problem-solving issues with tech, guest services, volunteer support
 - Management of cash (exchange, documentation)
 - Procuring supplies

Administration

- Assist the Administrative Coordinator with:
 - Ensuring the office functions in a smooth and organized fashion
 - Oversight of summer student tasks, e.g. data input

QUALIFICATIONS AND EXPERIENCE

Education

Bachelor's degree or diploma with appropriate experience

Experience

- Experience in event planning & coordination
- Advanced experience in Mac OS, MS Office, Google sheets/docs, Excel
- Strong technical background
- High-level knowledge and experience in database management programs
- Proficiency in effective written communications

Knowledge, Skills and Abilities

- Attention to detail
- Ability to work independently and with teams
- Ability to effectively connect, communicate and work with a wide range of people
- Ability to multi-task, prioritize effectively, problem solve and organize workload efficiently
- Excellent interpersonal skills, including written, oral and presentation
- Technically adept and knowledgeable trouble-shooting tech issues
- Desktop publishing, graphic design skills and knowledge of WordPress

To Apply:

Please submit your resume and cover letter to jobs@sookefinearts.com.