



**VERNON & DISTRICT
PERFORMING
ARTS CENTRE
SOCIETY**

Vernon & District Performing Arts Centre Society
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JOB POSTING - RENTALS COORDINATOR

Job Title: Rentals Coordinator

Department: Office

Reports to: Executive Director

Revised Date: June 2, 2026

Who We Are

The Vernon and District Performing Arts Centre Society is a registered not-for-profit, charitable organization devoted to fostering live entertainment in all its forms. Its purpose is to operate a performing arts theatre situated within the City of Vernon and serving the population of the Regional District of North Okanagan.

Position Summary

The Rentals Coordinator is responsible for overseeing all aspects of theatre rentals, serving as the primary liaison between clients and internal departments. This role ensures seamless coordination of rental logistics, contract management and operational execution. This role requires strong organizational and communication skills, effectively managing expectations while problem-solving in a fast-paced environment. This role requires collaboration with various teams to ensure successful events and venue utilization.

Key Responsibilities

Key responsibilities of this position include but is not limited to the following:

- Responsible for managing all aspects of theatre rentals, including client inquiries, contract negotiations and scheduling.
- Acting as primary point of contact for clients, assess their needs, clarify and confirm details to set realistic expectations and coordinate logistics for smooth operations and positive experiences.
- Develop and maintain relationships with potential and existing clients, ensuring a high level of customer satisfaction.
- Monitor client experience throughout the process to ensure needs are being met and positive experience for client and internal teams.
- Gather all necessary documentation and information from client, including insurance compliance, ensuring they are compliant with agreement terms and safety regulations.

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- Collaborate with technical, front-of-house, and administrative teams to coordinate event logistics, attain and provide necessary information, support with promotions and ticketing, and ensure compliance with theatre policies.
- Prepare and oversee rental agreements, collect rental deposits, and provide invoices when necessary, ensuring all documentation is accurate and up to date.
- Maintain and update rental calendar availability, rate sheets, policies and relevant website information.
- Track confirmed bookings, ensuring deposits are received and all client details are documented.
- Prepare show packages, including information such as volunteer lists, designated front-of-house employee, client notes and event-specific details for internal teams.
- Conduct venue tours and provide potential renters with detailed information about available spaces and amenities.
- Monitor occupancy of facilities including event setup, execution, and breakdown to ensure smooth operations and adherence to rental agreements.
- Anticipate and address any client concerns or issues promptly and professionally, including following up on damages, complaints, or other concerns as needed.
- Track rental revenues and prepare monthly reports for management, identifying opportunities for growth and improvement.
- Provide administrative support, including answering incoming calls for department, managing mail, posters, lost and found, and general tasks to support the organization.

Additional responsibilities may be assigned, as needed.

Qualifications

In order to be successful in this role, the Vernon & District Performing Arts Center Society has outlined key qualifications needed. A combination of education, experience and other qualifications may be appropriate.

Education and Experience

- Post secondary education in Events Management, Business Administration, or related field.
- Minimum 3-5 years' experience in event management, theatre production, administration, or similar experience.
- Demonstrated experience using systems such as Microsoft Office and customer management systems.

Competencies

- **Collaboration:** Ability to work effectively with others toward a shared goal through clear communication, adaptability, and willingness to support colleagues achieve objectives.
- **Communication:** Ability to effectively convey information to clients and colleagues, both verbally and written.
- **Time Management:** Ability to manage multiple events, tasks, and communications while prioritizing tasks efficiently to meet deadlines and positive experience.

- **Problem Solving:** Capable to identifying, assessing, and addressing issues and implementing solutions quickly.
- **Attention to Detail:** Ability to consistently produce accurate and high-quality work by carefully reviewing information, identifying errors, and ensuring compliance with established standards.
- **Relationship Management:** Ability to build, maintain, and strengthen professional relationships with customers, colleagues, and stakeholders.

Working Conditions

- **Physical Demands:** Ability to sit for extended periods of time.
- **Open Work Environment:** Open office space which may cause exposure to sounds, interruptions and distractions.
- **Frontline Responder:** Often the principal contact for external telephone inquiries received by the Administrative Office.

Additional Positions Details

- The Vernon & District Performing Arts Centre is located in picturesque Vernon, BC, in the burgeoning Okanagan Valley.
- **Employment Type:** Full-time at 40 hours per week, worked onsite at VDPAC
- **Schedule:** Regular office hours Monday – Friday between 9:00 AM and 5:00 PM with some flexibility permitted.
- **Salary Range:** \$45,000 - \$60,000, dependant on education and experience.
- **Benefits Package:** VDPACS offers a generous benefits package after an initial 3-month probationary period including life, extended health, dental, prescriptions & more.
- **Start Date:** The successful candidate will ideally start as soon as possible.
- **Free Parking:** Candidate must have a valid Class 5 Driver's License and ready access to own vehicle (VDPAC parking provided).
- **Job Posting:** Will remain open until the position is filled.

How to Apply

Submissions must include:

1. **Cover letter** stating:
 - How this role complements your skills and past experience;
 - Your availability (potential earliest start-date & any logistical considerations);
 - Salary expectations;
2. **Updated resume**, focused on administration and/or Arts & Culture (Performing Arts) experience;
3. **Three recent professional references** (will be contacted once shortlisted).

Please submit the above to ed@vdpac.ca with the subject: "VDPAC Rentals Coordinator".

VDPAC wishes to thank all those who express interest in the Rentals Coordinator position, however, only those selected for an interview will be contacted directly.