



**VERNON & DISTRICT
PERFORMING
ARTS CENTRE
SOCIETY**

Vernon & District Performing Arts Centre Society
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Event Production Manager Contract

Jan 31, 2024

The **Vernon & District Performing Arts Centre (VDPAC)** has an immediate opening for a dynamic and experienced Event Production Manager for the production, planning, coordination, and execution of the 2024 North Okanagan Children's Festival. The individual will play a crucial role in ensuring the smooth operation of all production elements, collaborating with various teams, artists, and vendors and community partners to deliver a high-quality and engaging festival for children and families in our region.

About the VDPAC:

The VDPAC Society operates the beautiful 750-seat, Performing Arts Centre's proscenium theatre on behalf of the Regional District of North Okanagan (RDNO) & the Marie Fleming Studio, (onsite recording/streaming & small live performance venue), as both the Okanagan's premiere Presenter, (annual SPOTLIGHT Seasons), and busy rental facility, (235 dates in 2019), with our own Ticket Seller box office, (Visit: www.vdpac.ca & www.ticketseller.ca).

Contract Overview:

Event: 3rd Annual North Okanagan Children's Festival (May 24 & 25, 2024)

Location: Vernon and Coldstream, British Columbia

Type: Contract (Temporary) (Feb- May 2024)

Work setting: Hours may vary and some remote work is available.

Successful

individual must be onsite the week before and during the event.

Pay: \$5,000

Application Deadline: Feb 14, 5:00 pm closing date.

Contract Deliverables:

Planning and Coordination

- Develop and implement a comprehensive production plan for the Children's Festival, considering logistics, timelines, and resource requirements in coordination with VDPAC's Artistic Director.
- Collaborate with the VDPAC Marketing Director and Community Engagement Coordinator to ensure alignment with the overall communication needs for the event with community stakeholders.
- Coordinate all logistical aspects, including vendors, stage setups, sound and lighting requirements, and other technical needs with the VDPAC team.
- Work closely with vendors, suppliers, and contractors to secure necessary equipment and services.
- Assist where needed for load-in, set-up, and load-out procedures to guarantee a seamless event flow the week-end of the festival.

Team Collaboration:

- Coordinate the event plan with VDPAC staff including technical team, admin, and volunteers.
- Foster effective communication and collaboration between departments and community stakeholders to ensure a cohesive and well-executed event.
- Assemble the event schedule including the organization of pre-show lobby event, including but not limited to event decor, pop-up performances and community engagement activities.

Technical Production:

- Support the Technical Directors as they manage the technical aspects of the festival, including sound, and lighting, with stage management and technical team.
- Where needed troubleshoot technical issues and coordinate with relevant personnel to address challenges promptly.

Health and Safety:

- Develop and implement safety protocols for the event, ensuring compliance with local regulations and standards.
- Get event permits as required.

Management:

- Work within the allocated budget, monitoring expenses and identifying cost-effective solutions.
- Provide regular updates on event planning and budget status and address any financial concerns.
- Provide an end-of-event report to management.

Qualifications:

- Proven experience in a similar role for large-scale events, preferably in the arts and culture sector.
- Strong multitasking skills, with attention to detail.
- Excellent communication and interpersonal abilities.
- Familiarity with technical production aspects.
- Ability to work under pressure and solve problems efficiently.
- Knowledge of safety regulations and experience implementing health and safety protocols.
- Availability to work flexible hours.

Additional Position Details:

- **Benefits Package:** VDPAC offers a generous benefits package after an initial 3-month probationary period including life, extended health, dental, prescriptions & more;
- **COVID-19:** VDPAC, in keeping with the RDNO, follows all Public Health Orders & adopted a “full vaccination” mandate for the safety of all Staff, Volunteers, Patrons, Artists & Event Participants;
- **Start Date:** The successful candidate will ideally start as soon as possible.
- **Free Parking:** Candidate must have a valid Class 5 Driver’s License & ready access to own

vehicle (VDPAC parking provided);

How to Apply:

Interested candidates should submit their resume, a cover letter, and references to Artistic Director, Erin Kenndey, erin@Ticketseller.ca before Feb. 14, 2024, interviews will commence immediately until a suitable candidate can be found. Please include "Event Production Manager Application – 3rd Annual North Okanagan Children's Festival" in the subject line.

VDPAC is an equal opportunity employer. We encourage applications from individuals of all backgrounds and experiences. Only candidates selected for an

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

Land Acknowledgement:

The Vernon & District Performing Arts Centre Society (VDPAC) respectfully acknowledges that we live, work and play in the northern part of the unceded territory of the Syilx/Okanagan People and that many of the descendants of the Syilx/Suqnaquinx still live here.

Equity, Diversity & Inclusion Statement:

The Vernon & District Performing Arts Centre Society (VDPAC) is committed to diversity in the workplace and encourages all qualified candidates to apply and to self-identify, if they so choose. VDPAC is an equal opportunity employer and welcomes applications from a broad range of backgrounds, including but not limited to: race, ethnicity, indigeneity, gender, gender-identification, sexual orientation, class and physical ability—although the Technical Director position does require unimpeded physical ability. VDPAC is also a parent-friendly workplace, with several staff with school-age children.

Safe & Respectful Workplace Statement:

The Vernon & District Performing Arts Centre Society (VDPAC) is committed to practising a respectful work environment, free of harassment from co-workers, volunteers, patrons, artists and guests, and supports those who have experienced or witnessed toxic behaviours. VDPAC does not tolerate any behaviours that undermines the dignity or self-esteem of any individual; or which creates an intimidating, hostile or offensive environment. VDPAC invites all Artists and Staff to partner with us in speaking up against harassment and standing together in addressing such instances should they arise.