



# Victoria Event Centre

## Job Posting | Executive Director 1415 Broad St, Victoria, BC, V8W 2B2

**Website:** [www.victoriaeventcentre.ca](http://www.victoriaeventcentre.ca)  
**Job Title:** Executive Director  
**Application Deadline:** Monday August 30th, 11:59 pm

### The Organization

The Victoria Multicultural Society operates the Victoria Event Centre (VEC), located in downtown Victoria, Lkwungen Territory. Opening its doors in 2003, the VEC is a favourite venue for artists and local community organizers. Appreciated by producers and organizers for its versatility and affordability, the VEC has been home to countless shows that have brought music, comedy, theater, burlesque, cultural performance and activism. Prior to Covid-19, the space hosted events most evenings, and recently saw the opening of The Dandy Lion, a daytime cafe and workspace.

The VEC has seen surges of hope and moments of despair throughout its colourful life: fixing the leaking roof, improving venue accessibility, bar renovations, and near constant upgrades to ensure that the space is used to its fullest potential and able to respond to the plethora of changes to the dynamic arts community. With a constant flow of passion and dedication from staff, board and volunteers over the years, the venue continues to grow and respond to community and societal change.

### Mission

To produce arts and cultural events, and work in partnership with local arts and cultural groups and individuals to experiment with and develop and present new events/shows/opportunities. To provide an affordable, flexible, accommodating multi-purpose venue for arts and entertainment groups, cultural organizations and non-profit communities to hold their shows/performances, fundraisers, cultural and community celebrations.

### Values

- Community-building
- Supportive of local arts and culture
- Inclusiveness
- Diversity
- Integrity
- Collaboration
- Innovation
- Empowerment
- Professionalism & Excellent Customer Service
- Freedom of Artistic/Creative Expression

# Key Responsibilities

## 1. Organization Operations & Management

- a. Direct and manage all programs and facilities; ensure that programming and reporting objectives are met and delivered.
- b. Work collaboratively with the Board of Directors and staff to uplift and evolve the mandate and strategic plan.
- c. Be alert to potential issues and opportunities (internal or external) that may affect the organization and ensure that proactive positions or actions are taken.

## 2. Financial Administration

- a. Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization.
- b. Responsible for revenue generation and business development.
- c. Work with financial advisors and the Board to develop effective financial planning and oversight. Ensure sound bookkeeping and accounting procedures are followed.

## 3. Program Development & Event Production

- a. Present creative works in collaboration with staff, board and community members.
- b. Develop best practices for in-house productions and presentations.

## 4. Partner and Member Development

- a. Establish and maintain good working relationships and collaborative arrangements with community groups, funders, and other stakeholders.
- b. Engage membership and support member recruitment.

## 5. Board Support

- a. Report all relevant business, issues and policy changes to the Board of Directors.
- b. Support the Board with board nominations and AGM activities.

## 6. Direct Grant & Fund Development

- a. Develop and maintain relationships with granting bodies, and track changes to funding opportunities (municipal, regional, provincial and federal).
- b. Direct and oversee grant writers.
- c. Report on and fulfill all grant criteria.

## 7. Human Resource Management

- a. Responsible for overall staff hiring, scheduling, development, supervision and support.
- b. Develop and ensure a healthy, safe and inclusive work environment, including the development of a staff benefits plan.
- c. Ensure appropriate onboarding, supervision and evaluation of all staff and contractors

## 8. Communication

- a. Oversee communication materials and strategy to ensure a visible and positive public image.
- b. Manage public relations and media strategy. Oversee social media activity.

- c. Engage in communication with stakeholders to 1. keep them informed of the work of the organization, and; 2. to identify needs and opportunities in the community served by the organization

#### **9. Reporting Structure**

- a. Reports to: Board of Directors and Membership
- b. Supervises: operations manager, bar manager, all staff, contractors (security, production technicians, trades people)
- c. Liaises with: financial support & HR personnel, facility renters & event producers, artists & performers, community, political & business stakeholders

## **Qualifications**

1. Professional arts administrator with minimum two-years experience in management and leadership roles.
2. Must love the arts, and believe in the value of the arts for community resilience and social change.
3. Post secondary education in arts administration or related field, or equivalent work experience.
4. Proven track record of: human resources, management and fiscal responsibility.
5. Passionate about the relationship between a space and its community, and of building an active participation that reflects the diversity for the community.
6. Possesses a thorough understanding of and commitment to the values of a culturally based non-profit society.

## **Remuneration & Work conditions**

Annual salary to be negotiated based on experience and proven track record.

Two weeks paid vacation per year.

Some remote possibilities (and requirements to be in the physical space)

## **How to apply**

All interested applicants should forward a resume and a cover letter to:

**gm@victoriaeventcentre.ca**. Applications must be received before **Monday August 30th at 11:59pm**. Please submit all applications in a pdf format.

We welcome and value the contributions that individuals who identify as members of marginalized communities bring to our organization, and encourage everyone to apply.

Thank you kindly for your application and your interest in this position. We look forward to hearing from you!