



Victoria Event Centre

Job Posting | General Manager 1415 Broad St, Victoria, BC, V8W 2B2

Website: www.victoriaeventcentre.ca
Job Title: General Manager
Application Deadline: May 20, 2022, 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.

We are seeking a General Manager who has the drive, values and creativity to help lead our dedicated team and help take the VEC to the next level.

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. Manage all programs, staff and events.

- b. 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. Support revenue generation and business development through innovative programing or opportunities at the VEC.
 - b. Liaise with Operations Manager to ensure sound bookkeeping and accounting procedures are followed.
- 3. Program Development & Event Production**
 - a. Oversee booking, event production and inventory.
 - b. Develop and follow best practices for in-house productions.
- 4. Grant & Fund Development**
 - a. Support grant writing when needed.
 - b. Support fulfillment of grant requirements.
- 5. Human Resource Management**
 - a. Responsible for staff hiring, scheduling, development, supervision and support
 - b. Ensure a healthy, safe and inclusive work environment by supporting policy development and handling internal conflicts.
 - c. Execute appropriate onboarding, supervision and evaluation of all staff
- 6. Financial and Bookkeeping**
 - a. Manages daily payouts, bi-weekly wages are processed on time
 - b. Oversee book keeper to track expenditures and payments
 - c. Reports to ED on any financial issues
 - d. Stocks ATM machine
- 7. Communication**
 - a. Ensure communication materials and strategy align for a visible and positive public image of the VEC.
 - b. Oversee promotion, marketing and social media activity.
- 8. Reporting Structure**
 - a. Reports to: Executive Director
 - b. Supervises: bar manager, social media coordinator, booking coordinator, bookkeeper, all staff, and security contractors.

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. Proven track record of: human resources, management and fiscal responsibility.
4. Demonstrates effective boundary setting to ensure that operations and the job duties of General manager are sustainable.
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 (\$42,000 to \$55,000).
- Three 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: **kurt@victoriaeventcentre.ca**. Applications must be received before **May 20, 2022 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!