



Victoria Event Centre

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

Job Title:	Booking Manager
Status:	25-30 hours/week
Compensation:	\$25.00/hour
Schedule:	Flexible (some day admin, some evenings + weekends)
Reports To:	Executive Director

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 Booking Manager who has a passion for the arts and helping to nurture and expand our community. The right candidate will have previous venue, event booking and arts programming experience.

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. **Bookings & Event Management**
 - a. Manage all venue bookings with at least a 3 month lead time
 - b. Create and maintain relationships with booking agents and event producers
 - c. Familiarity with artist settlements, booking contracts, payment processing and advancing
2. **Program Development**
 - a. Program in-house productions that meet our mandate
 - b. Develop and follow best practices for in-house productions
 - c. Mentor junior staff to nurture new producer talent
3. **Grant & Fund Development**
 - a. Support grant writing when needed for in-house programming
 - b. Support fulfillment of grant requirements
4. **Event Promotion and Communication**
 - a. Create promotional strategies for in-house and 3rd party events along with Social Media Coordinator
 - b. Oversee promotion, marketing and social media activity
5. **Reporting Structure**
 - a. Reports to: Executive Director
 - b. Supervises: social media coordinator, booking coordinator

What we're looking for

1. Professional arts administrator, booking agent or event management experience is a must have.
2. Contacts in the music, theatre, or arts scene are considered an asset.
3. Must love the arts, and believe in the value of the arts for community resilience and social change.
4. Passionate about the relationship between a space and its community, and of building an active participation that reflects the diversity for the community.
5. Possesses a thorough understanding of and commitment to the values of a culturally based non-profit society.

Work Environment:

- Evenings, Hours and days of the week are flexible to your schedule
- Fast-paced bar with live musical performances, theater shows, and more.
- Collaborative and team-based

To Apply:

All interested applicants should forward a resume and a cover letter to kurt@victoriaeventcentre.ca. We will accept applications on an ongoing basis until this position is filled. Only shortlisted candidates will be contacted for an interview.

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!