



EASTSIDE
CULTURE
CRAWL



EASTSIDE
ARTS
FESTIVAL

EAD.
EASTSIDE
ARTS
DISTRICT

Eastside Arts Society

Position: Events Coordinator Assistant

Term: 8 weeks, **June 16 – August 8, 2025**. 35 hrs per week.

Compensation: \$ 21.40/ hr

Organization Description:

Now in its 29th year, the [Eastside Arts Society](#) (EAS) programs:

- The Eastside Culture Crawl – an annual visual arts, crafts, and design festival in November
- Eastside Arts Festival (formerly Create! Festival) – a weeklong district-wide arts festival celebrating creativity in parks, performance venues, art galleries and studios, breweries
- Studio 101 – a free arts education program for inner-city schools
- The Eastside Arts District – establishing a permanent district for arts & culture in Vancouver.
- Workshops and curated exhibits for visual artists
- Special events and fundraisers

What's great about this job?

- Work with a dynamic and collaborative small team in a supportive and flexible environment
- Be an integral part of planning amazing arts festivals
- Work in the heart of Vancouver's creative community, connecting with artists and art lovers
- Make a difference in the community – feel like a part of something important for our city

What's unique about the Eastside Arts Society?

- We have a deep commitment to the arts and artists of Vancouver's Eastside, supporting under-represented and self-represented artists
- We are an established organization with over 29 years of delivering outstanding arts programming
- Our popular festivals and events are creative, invigorating, and inspiring
- We are always growing and planning for the future of arts in Vancouver

Position Description:

We're looking for an Events Coordinator Assistant to work as an integral member of our small team to help deliver some of Vancouver's most beloved annual arts festivals. The Events Coordinator Assistant is

responsible for assisting with event coordination and marketing of the Eastside Arts Festival and supporting the work of the Development Committee.

Logistical Event Support:

- Administrative support for Eastside Arts Festival
- Assisting with securing rentals, event permits, festival vendors, etc.
- Assisting with tracking event coordination in organizational spreadsheet and project management software
- Assisting with setting up and maintaining festival ticketing
- Co-ordinating with staff and leading volunteers to deliver festival programming
- On-site event support assisting with the delivery of the Eastside Arts Festival
 - Assisting with soliciting donations for silent auction in conjunction with the Executive Director and Program Coordinator.

Collaterals, Media & Communications:

- Supporting the Artistic and Program Coordinators with collecting and collating EAS content for marketing and promotional materials. Liaises with and assists in preparing content. Collects and relays content to designers.
- Procures promotional and advertising content for media partners, including contest and cross-promotion prizes and pick-up/delivery
- Supports the Program Coordinator in keeping website content current and updating as required, adds content and events
- Assists Communications Coordinator in managing, creating, and posting/sending regular content for EAS public newsletters and social media. Assists in responding to the public's questions regarding social media and festival information.
- Assists with managing Eastside Arts festival signage inventory, tracking inventory in-house and ensuring adequate inventory for upcoming events

General Office Administration:

- Assists with coordinating intra-organizational events such as the Board summer BBQ
- Assists in maintaining a good working office environment

Skills Needed:

- Keen attention to detail
- Event coordination
- Good communication skills, both verbal and written
- Ease with multitasking, problem-solving, and flexibility

- Good computer skills and experience with a variety of office management software, such as Microsoft Suite and Google Workspace
- Ability to effectively liaise with a variety of stakeholders and deliver excellent customer service
- Ability to work independently and collaboratively in a team environment
- Ability to work well under pressure and prioritize competing needs and deadlines.
- Experience and knowledge of social media platforms, marketing platforms, ticketing platforms, website CMS and content updates
- Ability to physically assist with event set-up and strike
- Valid Class 5 Driver's license and Serving it Right is an asset

Although not required, skills & certifications in the following areas would be considered an asset:

- Photoshop, Adobe Illustrator, Photography, Marketing, First Aid

Skills Acquired:

- Vendor procurement and management
- Project management applications
- Marketing content creation and promotions management
- Fundraising development, strategies, and management
- Event site coordination and management
- Partner management strategies & maintenance
- Financial and spending management, tracking and reporting
- Knowledge of non-profits & charities
- Social media savvy

Work Environment:

The EAS offers a collaborative and dynamic work experience. We are a small team of 5 staff who accomplish a lot. Students can expect to be a real part of the team producing the fourth annual Eastside Arts Festival this summer and learn, hands-on, from an experienced management team. Most work takes place in the office in Strathcona, but there are duties that may take students out of the office leading up to the festival, as well as on-site in MacLean Park over the festival weekend, July 18- 27. Students can expect longer than usual hours over the festival weekend, up to 12 hours per day with regular breaks.

HOW TO APPLY:

Interested candidates are encouraged to reach out to if they have any questions about this position or would like further information.

To apply, please send a cover letter stating your suitability and values in relation to this posting along with a resume/cv outlining your professional experience to **admin@eastsideartsociety.ca**

Application deadline: May 28, 2025, 6pm PST.

We encourage applications from members of communities that are marginalized or that experience structural discrimination, and we encourage applicants to self-identify in their application if they feel comfortable in doing so. EAS believes that a staff that reflects the diversity of the communities we serve strengthens our ability to achieve our mission.

The Eastside Arts Society operates on the traditional, unceded ancestral territories of the xʷməθkʷəṽəm (Musqueam), Skwxwú7mesh (Squamish) and Səl' ílwətaʔ/Selilwitulh (TsleilWaututh) peoples. The EAS is grateful to gather on these lands and waters, and we work from a place of respect and responsibility to this gift.