



304-1080 Howe St. | Vancouver, B.C. | V6Z 2T1, Canada

Event Manager Position

(Please follow the application instructions at the bottom of this posting.)

About Us

The Vancouver Pride Society strives to produce inclusive, celebratory events, workshops and educational opportunities to advocate for 2SLGBTQAI+ communities through an intersectional lens. To strengthen the sense of community, and contribute to the vibrancy, health and overall well-being of all persons in the community, VPS produces the annual Vancouver Pride Parade and Vancouver Pride Festival, in addition to other annual events.

Position

The role of the Events Manager is to develop and implement a plan for all internally planned VPS events including (but not limited to) Winter Pride, Vancouver Pride Festival, Vancouver Pride Parade, Pride Premiere, and East Side Pride events. The Events Manager will be supervised by the Co-Executive Directors and will be directly managing Event Coordinators and Talent Coordinator to successfully put event plans in action.

Duties and Responsibilities

Management

- Overseeing internal event production for the upcoming Pride 2023 season (and beyond)
- Hire, train, supervise and mentor Events Coordinators and Talent Coordinator
- Creating and managing events budgets
- Managing Parade Working Group, parade applications and parade invoicing
- Managing contractors and suppliers

Operational

- Completing City of Vancouver, Parks Board and Liquor Permit applications and submitting all related documentation
- Collecting proposals and booking equipment and/or labour from suppliers and contractors
- Attending site-visits and reserving event venues
- Providing input on event design, layouts, activities, and programming
- Submitting invoices for payment and reporting on expenditures
- Managing talent invoicing procedures
- Creating invoices for Parade participants and collecting payment via cheque and credit card
- Assigning tasks to Event Coordinators and Talent Coordinator
- Facilitating safety training for Parade participants, and assisting Volunteer Coordinator with volunteer training sessions
- Consolidating event information for submission to the Communications team to ensure events receive promotion



- Creating an accessibility plan for the season in collaboration with the Accessibility Coordinator
- Attending and reporting as needed at weekly staff meetings, management meetings and event-specific meetings
- Assisting with events logistics such as set up and tear down, storage locker organization, office clean ups, etc.
- Answering information request phone calls and emails
- Assisting during the hiring process for seasonal and temporary event staff
- Assisting with season-end reporting including SOCAN, liquor, gaming, and some grant reporting

Core Competencies

The applicant will be expected to perform duties consistent with being an Events Manager as assigned by the Co-Executive Directors. The successful Events Manager candidate will possess the following skills and attributes:

- 2+ years of experience in an Events-related role and/or certification in Event Management
- Exceptional skills in project management and event planning
- Ability to create and follow timelines and meet critical deadlines
- Strong organizational and multitasking skills
- Experience managing a staff team or large groups of volunteers
- Experience working within a budget and tracking expenditures
- Ability to stay calm in high-stress situations
- Critical thinking skills
- Lived experience with 2SLGBTQA+ communities, history, politics and associated intersectional terminology
- Experience with Google Drive and Google apps such as Docs and Sheets
- Flexibility to work weekends and evenings as required
- Comfortable speaking in front of large groups of people (ie. during training sessions)

Assets

- Valid BC Drivers License
- Experience using Quickbooks invoicing software
- Crisis management and/or de escalation experience
- Anti-Oppression, Anti-Racism and/or Disability justice experience

Compensation

This role will be salaried. Compensation will range from **\$66,560 - \$83,200** per year based on relevant experience. This position is **40 hours per week**, generally taking place from Mon-Fri during office hours, but requires flexibility to work evenings and weekends for events, as well as on call for emergency or urgent crisis communications. This position can start immediately and is a permanent, continuing position.



Hiring Practices

Vancouver Pride Society encourages folks of diverse backgrounds, abilities, and experiences to apply. We are an equal opportunity employer and employ people without regard to race, ancestry, place of origin, colour, ethnic origin, language, citizenship, creed, religion, gender identity, sexual orientation, age, marital status, or abilities.

It is our intent to have a workplace that reflects the diversity of the communities we serve. We thank you for your interest in this role. If you require an accommodation to apply, please email accessibility@vancouverpride.ca or call 604-687-0955 ext 1.

Application Instructions

To apply please follow these steps:

- 1) Please submit a cover letter detailing why you would like to work for Vancouver Pride Society, your connection to the 2SLGBTQAI+ community and your experience with managing Events, as well as, your resume to jobs@vancouverpride.ca.
- 2) Please include "Events Manager" in the subject line.

This posting will be open until a suitable candidate is found.