

Boreal Shores Art Tour

Events Coordinator Job Description

About Boreal Shores Art Tour: The Boreal Shores Art Tour (BSAT) was established in 2017 as Manitoba's largest visual art tour. The Tour is designed to be self-guided and features artists throughout Eastern Manitoba in both studio and group locations.

A dedicated and visionary group of people organize the Tour each year – people with a passion for artistic development beyond their own work and a desire to expose the world to all that Eastern Manitoba has to offer in the way of beauty, tourism, lifestyle, and especially art.

From 2017 through 2022 volunteers managed all aspects of tour organization. 2023 will be a transition year as we introduce a paid Events Coordinator. Together, the Volunteers, Board, and Events Coordinator will work together to learn how to most effectively structure the coordinator and volunteer responsibilities.

Position Title: Event Coordinator

Non-profit Organization: Boreal Shores Art Tour

Job Type: Casual, on contract – 350 to 500 hours per year

Salary: As per the contract, up to \$7,500

Position Summary: Reporting to the Board of Directors and working with a team of Volunteers, the Events Coordinator manages the administrative and functional activities of the Boreal Shores Art Tour and oversees the planning and organization of the yearly event to ensure that all the goals and objectives are achieved. Primary job responsibilities include overseeing daily operations, basic bookkeeping, project management, volunteer recruiting, and communication and networking with Artists, Sponsors, and Partners of the Tour.

Remote Position: BSAT extends from Falcon Lake in the southeast to the RM of Victoria Beach in the north west. We operate as a virtual organization with email as the main means of communication and use ZOOM for meetings as required. Work files and common resources are shared using Drop Box.

Position Requirements: The Events Coordinator will be responsible for providing and using their own computer, including software and an internet connection.

Application To: Apply for this position via Email to iversons@granite.mb.ca

Qualifications:

- Experience in marketing, communications, event planning, and/or project management.
- Ability to work and make decisions both independently and collaboratively in a team-oriented environment.
- Professional Communication and Interpersonal skills.
- Ability to work and coordinate with various people independently and as part of a team.
- Working knowledge of Microsoft Office tools is required.
- Working knowledge of QuickBooks, Facebook, Instagram, Survey Monkey, ZOOM, Mailchimp, and Dropbox is an asset.
- Flexibility and creativity in problem solving are major assets.

Duties and Responsibilities of the Event Coordinator:

Strategic and Operational Planning:

- Assist the Board in maintaining a Strategic Plan and oversee strategy implementation and direction.
- Assist the Board in developing and implementing an Annual Event Operating Plan and Budget.
- Monitor and evaluate the progress of the strategic and annual plans and recommend changes/additions to the Board of Directors.
- Assist the Board with policy development to implement operational policies, procedures, and standards.

Operations Management:

- Oversee and direct all administrative operations of the Boreal Shores Art Tour to ensure standards are met, resources are well managed, and issues/opportunities are addressed.
- Process yearly Artist Applications (in 2024 and beyond), including accepting applications, preparing information for the Jury, maintaining records, and communicating with Artists.
- Attend Board Meetings and provide an Operational Activity Report at each meeting.

- Prepare documents and information for Board Meetings, record meeting minutes, and prepare meeting minutes for the Board.
- Be an ex-officio member of and support the Board of Directors and any ad-hoc committees of the Board.
- Represent the Boreal Shores Art Tour at meetings and on external committees.
- Prepare funding, grant, and project proposals for initiatives undertaken by Boreal Shores Art Tour.
- Review and proof all public consumption documents and brochures.
- Check the PO Box in LdB and manage mail as required.

Financial Management:

- Assist the Board with budget preparations and monitoring the operations budget throughout the year.
- Perform basic Bookkeeping for the Boreal Shores Art Tour, including issuing invoices and receipts and recording income and expenses.

Marketing and Sales

- Assist the Board with the Boreal Shores Marketing Strategy.
- Assist the Board in developing the yearly Boreal Shores Art Tour Brochure and distribute the brochure to targeted locations.
- Generate ad sales for the Boreal Shores Art Tour Brochure.
- Prepare and organize scheduled email Newsletters.
- Prepare, schedule, and monitor social media posts and engagements.

Communications and Networking

- Communicate regularly with the Board of Directors, volunteers, department heads, and artists.
- Cultivate and maintain relationships with artists, vendors, sponsors, and advertisers.
- Assist the Board in recruiting volunteers for a variety of positions.