



Vancouver Tap Dance Society
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Vancouver Tap Dance Society (VanTap) strives to be an innovative leader in the promotion of tap dance and is dedicated to developing an awareness of the art form.

For more about our mission and operations, please visit: www.vantapdance.com

EVENT COORDINATOR

We are currently searching for an enthusiastic candidate to join the VanTap team. Over the summer VanTap is active and the events coordinator will assist with a range of special events, particularly the 19th Annual Vancouver International Tap Dance Festival.

**Candidate MUST be available to be onsite at the Festival, August 20 - 26, 2018*

JOB SUMMARY

This position reports to the Executive Director of VanTap/Producer of the Vancouver International Tap Dance Festival, and will work closely with the Academy Manager and Marketing Team at VanTap's academy. The job will take place at the academy on East Hastings.

RESPONSIBILITIES

- Acquire a detailed knowledge of festival classes and events
- Manage and process all registrations for the festival
- Coordinate and respond to incoming queries via social media, email, phone etc. from parents, faculty, dancers and public
- Prepare information packages for Festival teaching faculty
- Recruit and manage 4-8 festival volunteers
- Process performance tickets - manage event processes, coordinate meetings
- Provide administrative support as needed to other VanTap activities, including: event bookings, logistics, fall registrations, studio maintenance, and communication to parents and dancers
- Assist with the implementation of outreach activities (tap classes, performances, etc)

QUALIFICATIONS

- Strong interest and/or experience in event management
- Excellent written and verbal skills
- Enjoys working in customer service and interacting with the public
- Efficient computer skills - Microsoft Excel and Word, Mailchimp, bonus Dance Studio Pro Software experience (training available)
- Experience with social media planning tool Hootsuite, excellent skills with Facebook and Instagram
- Some knowledge of dance or dance studio operations preferred
- Excellent organizational skills, detail-oriented, ability to track and monitor several projects

DURATION AND RENUMERATION

July 9 - August 31 | 8 week contract

30 hours a week

\$15.00 per hour

ELIGIBILITY

This position is offered through the Canada Summer Jobs program. To be eligible, students must:

- be between 15 and 30 years of age at the start of the employment;
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act,
- and, be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

HOW TO APPLY

Please submit your resume and a cover letter as PDFs to admin@vantapdance.com no later than Sunday, June 4, 2018 at 11:59pm PST.

Please include the words "Festival Coordinator Application" in your subject line.

We thank all candidates for their applications; only candidates to be interviewed will be contacted.



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