



Events Coordinator

Purpose

The Events Coordinator plays a central role in bringing the cultural, artistic, and community-based initiatives of the West Moberly First Nations community to life. With warmth, professionalism, and cultural sensitivity, this position leads the planning and seamless execution of events that honour our traditions, foster connection, and celebrate creativity.

Working collaboratively across departments and with external partners, the Events Coordinator manages all aspects of event logistics - from grant writing and budgeting to venue bookings and hands-on support during set-up and takedown. With an understanding of First Nations history, values, and community protocols, the Events Coordinator helps ensure each event is inclusive, accessible, and reflective of our shared vision. This role supports our mission by creating welcoming spaces for dialogue, learning, celebration, and community engagement, both within our gallery and in the broader region.

Responsibilities

Event Development and Production

- Leads the coordination and oversees planning, project management and implementation of events in collaboration with department project leads and inter-departmental committees. Includes grant writing, reporting, coordination with contractors, communications with the arts community and event delivery
- Oversees the production of Development events including members and leadership circle events, sponsor receptions and others as required through collaboration with other staff
- Oversees, coordinates, and tracks all activities and arrangements for internal events including exhibitions, programming, collections, digital content, and cultural deliverables, in collaboration with internal and external stakeholders from concept to completion to ensure smooth event execution
- Oversees all event logistics, collaborating with staff and external stakeholders as required including any necessary permits or licensing, catering, produce floorplans and signage, coordinate, and schedule on-site staff, and ensure staffing needs are met during gallery open hours and for all events
- Supports events including set up and take down as well as A/V troubleshooting
- Research, plans, organizes and coordinates offsite major festivals and events (i.e., event registration, print material, staff or volunteer recruitment and scheduling, set-up and takedown, attendee accommodations, giveaways, decor, entertainment, event equipment, promotional materials etc.)



- Undertakes, in consultation with others, evaluation of events, programs and festivals to continually improve delivery and collates information for grant writing

Facility Bookings, Rentals, and Events

- Ensures the Facility Rental process is safe, secure, efficient, and effective by collaborating with internal and external stakeholders to meet all requirements for successful event execution
- Coordinates facility bookings to ensure availability and suitability of gallery spaces
- Ensures that specific facility requirements are addressed for third-party rentals, ensuring seamless integration with gallery events and programs
- Manages all related actions and duties for facility rentals, ensuring compliance with regulations and smooth service during events
- Consults with Management to schedule event staff as required, aligning the scheduling of facility rentals with planned internally hosted events to optimize resources and support visitor engagement
- Generates facility rental contracts with third parties and coordinates with the finance department to ensure timely payment

Administration

- Develops and implements processes for effective communication and execution of all events
- Prepares budgets in consultation with others and monitors adherence to approved budget
- Compilation of reports relating to events including evaluations
- Regular communication with other departments and external partners

Communications & Reporting

- Communicates across departments to ensure the timely and successful delivery of in-person and on-line events, including facility bookings and associated logistics
- Coordinates with other members, staff, and volunteers to lead off-site major events

External

- Consults with community partners, institutions, external contractors, and organizations in the region and beyond to facilitate rentals and event delivery
- Communication with diverse communities to deliver events and initiatives with specific groups such as youth, older adults, Indigenous communities, and ethno-cultural groups, peoples living with disabilities or complex needs and neurodiversity
- Communicates with media as required and approved by the Communications department



Other Duties

- Participates in the selection process and oversight of the work of external contractors and consultants related to events, including but not limited to contract photographers, audio-visual contractors, tradespeople, and caterers
- Supports sourcing and writing of grants to support events and programs directly managed by the Events Coordinator
- Supervises and schedules interns, summer students and contractors as required
- Assists in preparation of RFP's and RFQ's as assigned

- Perform related work as assigned

Competencies and Skills

Knowledge, Skills, and Abilities:

- Experience scheduling volunteers and contractors preferred, particularly in the context of event logistics
- Knowledge of project management software and Adobe Creative Suite preferred
- Demonstrated knowledge of and experience obtaining project and event permits including Special Occasion Licenses, Event Licenses, Liquor Licenses and Noise By-law Exemptions
- Knowledge of A/V equipment preferred
- Recover from or adjust readily to change and challenging circumstances
- Excellent organizational skills and the ability to work cooperatively and independently in a team environment
- Strong verbal and written communications skills and ability to comfortably deal with people from a range of backgrounds in a culturally diverse environment
- Able to work efficiently as part of a team as well as independently
- Understanding of intergenerational effects and impacts of colonization
- Understanding of First Nations Community genealogy, traditions, culture and history
- Highly flexible, with solid interpersonal skills that allow one to work effectively in a diverse working environment.

Education and Experience:

- Bachelor of Arts, project or event management, or relevant experience combined with a diploma or certificate in a related field
- 3-5 years' experience in project and/or event management and delivery in the arts sector, including facility bookings and rentals
- Experience with Microsoft Office Suite



- Serving It Right, Food Safe and First Aid Certification or willingness to acquire training
- First aid level 1 (with CPR), Hep B shot, and flu vaccine
- Clear Criminal Record Check

Other

- Willing to participate in personal and professional development
- Follow West Moberly First Nations policies and procedures