

Employment Opportunity

Position Title: Events & Programs Assistant

Start Date: May 1, 2023

Wage (hourly): \$21.00

Duration: 1 year term position

Hours: 20 hours per week, including evenings and weekends

Location: Dawson City, Yukon

APPLICATION DEADLINE: Thursday March 30, 2023 at 4:30pm

Do you love performing arts and community events? Do you want to gain experience working professionally in the arts? KIAC is seeking an Events & Programs Assistant!

Who We Are: The Klondike Institute of Art and Culture (KIAC) is a vibrant artistic and cultural centre at the edge of the Arctic that cultivates creativity through film, music, visual, literary, and performing arts. We host a variety of festivals, events, exhibitions, and arts education programs in Dawson City, Yukon on Tr'ondek Hwech'in Traditional and Contemporary Territory. We believe that arts and culture creates strong empowered communities.

Who You Are: You are a post-secondary graduate who wants to gain experience in community and professional arts and culture. You have experience in the service industry or event organization and are able to quickly troubleshoot problems as they arise.

Duties Include:

- Assisting the Festival Coordinator and Programs Manager with the Yukon Riverside Arts Festival (June 1 - 4, 2023)
- Assisting the Gallery Director with exhibition openings, artist talks, and gallery sitting on Saturdays from 12 - 4pm
- Assisting the Performing Arts & Events Producer with concerts and performing arts events.
- Venue and front of house preparations, such as setting up tables and chairs, setting up concession/bar, put up signage, selling tickets
- Assisting the Programs Manager with drop-in art programs by opening/closing venue, welcoming and registering participants, collecting drop-in fees, set-up and clean-up of supplies, etc.
- Greeting the public, including community members and tourists
- Supervising and supporting volunteers
- Implementing KIAC's Safer Spaces policy during events
- Assisting with event promotion and marketing including poster design, social media content creation, digital marketing, taking photos to post to social media, updating bulletin and sandwich boards, etc.

Essential Qualifications:

- Must be legally entitled to work in Canada and be between 19 and 30 years of age
- Must have completed a post-secondary program, ideally in arts and culture
- Is familiar with (or able to quickly learn) Square, Eventbrite, Facebook, Instagram, and use an iPad
- Are available evenings and weekends
- Has excellent interpersonal skills and ability to deal effectively with the public
- Ability to lift and carry up to 20 lbs, and occasionally up to 40 lbs
- Has completed, or willing to complete, BARS (Be a Responsible Server) and Food Safe training

For a full job description please contact kiac@kiac.ca. This is an anticipatory position based on funding from Young Canada Works and the Cultural Human Resources Council.

KIAC is committed to providing equity in its presentation, programming, and employment for individuals who face systemic barriers. We encourage and prioritize applications from people from diverse backgrounds and identities.

To apply for this position, email or drop-off cover letter and resume by 4:30 pm on March 30, 2023 to:

KIAC Hiring Committee

hr@kiac.ca

902 2nd Avenue Dawson City, YT

867-993-5005

Please be clear about which position you are applying for.

Include the subject title “[Your Name] Events & Programs Assistant Application”