**Events Coordinator (Part Time) – Roedde House Preservation Society**

Deadline to apply: November 30th, 2023

About Roedde House Museum

The Roedde House Museum, in Vancouver's West End, is a late-Victorian Heritage house museum in the Queen Anne revival style. Built in 1893 for the family of Gustav Roedde, an early Vancouver bookbinder & printer, it has been faithfully restored to reflect the day-to-day life of a middle class, immigrant family at the turn of the last century. Since the Museum’s official opening in May of 1990, the Roedde House Preservation Society has run Roedde House as a threefold facility:

* a museum with self-guided tours, including a school program,
* a venue for cultural events, music and other entertainment,
* a rental facility for small receptions.

Role Description

The Event Coordinator (EC) will be responsible for the administration and facilitation of key recurring Roedde House Museum events. Currently this includes the monthly jazz concert and movie night - this may expand to other events depending on scheduling and interest.

In collaboration with the House Manager and Community Engagement Coordinator, the EC will be responsible for:

* Pre-event administration   
  (setting up ticketing, ensuring marketing is organized, preparing vendor/artist contracts, scheduling volunteers, securing the appropriate supplies/equipment)

* Event facilitation   
  (setting up, supporting volunteers, active staffing, social media documenting, cleaning up)
* Post-event reporting   
  (reporting on attendance, compiling feedback, facilitating vendor payments)

The EC will be the point of contact for these two events (jazz concert, movie night) but will work closely with the Museum staff, concert Artistic Director, and movie night-responsible Board Director. While this role is not responsible for selecting the programming, their input is welcomed as they gain more experience in the role and working with the programming Directors.

Time commitment: Up to **20 hours/month**\*

Hourly wage: $20/hour

\*The EC will initially be contracted to run the two events but depending on availability and interest, may take on other events (hours would increase).

Qualifications

* Good technology skills (mobile payment methods, computer programs)
* Excellent customer service skills
* Attention to detail
* Self-starter who is able to work independently and problem-solve
* Able to troubleshoot collaboratively
* Enjoys working in a team
* Appreciates events and culture
* Previous volunteer experience with Roedde House Museum preferred but not required

**HOW TO APPLY:**

Please submit a cover letter and CV to Rachel Lige at [manager@roeddehouse.org](mailto:manager@roeddehouse.org).