



CHRIST CHURCH CATHEDRAL

A CATHEDRAL FOR THE CITY

Located in downtown Victoria and serves as a major community hub for the city and the arts.
Corner of Quadra St and Rockland Ave www.christchurchcathedral.bc.ca | 250.383.2714

Event Coordinator

Christ Church Cathedral in downtown Victoria serves as a major community hub for the city and the wider diocese. We have recently undergone a major revisioning of our online presence with the installation of a professional 7 camera livestreaming system and an upgraded audio system. We broadcast two services each Sunday as well as regular concerts and other special services and events throughout the year.

Location: 930 Burdett Avenue

Number of Positions: 1

Wage: \$17.34/hr

Application Deadline: May 31, 2022

Contact email: admin@christchurchcathedral.bc.ca

Start Date: June 20, 2022

End Date: September 4, 2022

Hours: Approximately 20 hours per week, including weekends.

Conditions of Employment through Canada Summer Jobs Program

To apply for this position the applicant must be:

- between 15 and 30 years of age at the start of employment
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment.

Project Description

The Event Coordinator will work closely with the Cathedral's Communications Officer, Assistant Director of Music, and Director of Cathedral Productions to ensure the success of concerts and worship services at the Cathedral.

Who You Are

You have a working proficiency in English, strong communication skills and an understanding of computer and digital technology. You enjoy detailed administrative tasks, problem solving and social interaction. You may have experience with volunteer coordination or project management. You may have some knowledge of or interest in project management, graphic design, digital content creation and/or accessibility in the arts.

Description of Activities (including but not limited to):

- Assisting with the creation and promotion of online social media, including creation and promotion of online and in-person events
- Arts management and promotion
- Liaise with musicians
- Securing music programs ahead of their performance date
- Formatting artist bios and photos
- audience management
- Programming of livestream software
- Set-up and monitoring soundboard, camera work and graphic design
- providing tech team services on event days
- Assisting in maintenance of website, social media pages, and online ticketing portals
- Managing a digital video archive
- Daily production and office administration duties as required

Application Process

Christ Church Cathedral requires all employees to be fully vaccinated against COVID-19 at this time, and the successful candidate will need to show proof of vaccination before an offer of employment is made.

To apply, email a resume and cover letter to admin@christchurchcathedral.bc.ca attention: Parish Administrator, or mail to Christ Church Cathedral, 930 Burdett Avenue, Victoria BC, V8V 3G8.

We thank everyone who applies for this position, but only successful applicants will be contacted.