

Organization: Port Moody Arts Centre
Job Title: Wearable Art Awards Coordinator
Position: Contractor, Part Time

The Port Moody Arts Centre Society operates a non-profit, full-service arts centre in the heart of Port Moody. As an active leader in the arts, we inspire creativity by offering over 300 arts programs, hosting an incredible variety of exhibitions in our art galleries, serving as the box office for the Inlet Theatre, facilitating an artist's co-op gift shop, and sponsoring a variety of special events. We are seeking a dynamic and well-organized individual to **organize, manage, and execute** the 2009 Wearable Art Awards (www.wearableartawards.com) – one of the Society's annual signature events. This includes performances on Saturday, May 9th and Sunday, May 10th at the City Hall Galleria and a static exhibition at the Port Moody Arts Centre from May 14th through June 28th.

Key deliverables include:

- Attending organizational meetings with the Executive Director and Wearable Art Awards Committee.
- Processing and managing artist application packages and jury documentation for jury sessions.
- Working alongside the PMAC Volunteer Coordinator to select model and volunteer applicants.
- Manage all aspects of model logistics, including assigning models to garments, arranging fitting sessions, organizing a photo shoot, and coordinating dress rehearsals with the Choreographer.
- Assisting with the assembly of the glossy program brochure and event program as needed.
- Coordinating the efforts of the Choreographer, Music Director, and Stage Volunteers to ensure a fluid performance; would include creating a production schedule and hosting production meetings as required.
- Arranging the logistics of awards presentations by sponsors and dignitaries.
- Working alongside Arts Centre staff on the organization and configuration of the exhibition.
- Wrapping up the event, including sending photos to the winners, compiling the People's Choice ballots, shipping back entries (where applicable), organizing and leading a post mortem meeting, and creating a final report.

Background/Requirements:

- Flexible schedule (evenings and weekends).
- Computer skills (MS Office – Word, Excel, Power Point, Publisher).
- Strong organizational abilities.
- "Passion for fashion" an asset.
- Experience coordinating performances an asset.

Reports to: Executive Director

Term: February 23rd, 2009 – July 3rd, 2009

Remuneration: 400 hours @ \$7,000.00

HOW TO APPLY

Send cover letter, resume to:
Port Moody Arts Centre Society
2425 St. Johns Street
Port Moody, BC V3H 2B2
janemattews@pomoartscentre.ca
www.pomoartscentre.ca

No phone calls please. We thank everyone for their interest; however, only short-listed candidates will be contacted.

Application Deadline: January 30, 2009