

2014-2016 Vancouver Biennale Volunteer Office Support May 20, 2014 version

Purpose

- To provide direct clerical support for Vancouver Biennale staff. Typical tasks include researching, data entry and maintaining various databases, preparing materials for events, and general office duties.

Location

- Vancouver Biennale Office, 290 West 3rd Avenue (3rd and Alberta)

Time Commitment

- 4-6 hours per shift

Skills

- Professional interpersonal and writing skills
- Able to determine priorities in a fast paced work environment
- Organized and detail oriented
- Familiarity with MS Word, MS Excel, MS PowerPoint
- Experience working with WordPress for website data management is an asset
- Flexible approach and ability to multitask if the scope of the tasks change during the event
- Motivated team player who can work under own initiative and in collaboration with Vancouver Biennale staff and/or volunteers
- Enthusiasm for interacting with artists and the general public as an ambassador of the Biennale

Benefits

- Gain experience to include in your professional resume
- Opportunity to liaise with individuals of the local and international art community
- Work with a dynamic group of dedicated volunteers and staff
- Access to Biennale special events

Dress Code

- Business casual