

Vancouver Biennale BIG IDEAS Education Program Volunteer Support

March 2018

Purpose

- To provide direct clerical support for the Coordinator of BIG IDEAS Education Program. Typical tasks include data entry and maintaining various databases, preparing materials for events (powerpoints, invitations, newsletters), dispersal of social media, and general office duties.

Location

- Vancouver Biennale Office, 290 West 3rd Avenue (3rd and Alberta) with potential travel to participating sculptural sites and school districts in Richmond, Vancouver, North Vancouver, West Vancouver, Coquitlam, Burnaby, Squamish, etc.

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 both WordPress for website data management and Adobe Creative Suite is an asset
- Flexible approach and ability to multitask if the scope of the tasks change during the event
- Enthusiasm for interacting with artists and the general public as an ambassador of the Biennale and educational programming.

Benefits

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

Dress Code

- Business casual