

Rentals & Events Coordinator Opportunity



The Greater Victoria Harbour Authority (GVHA) is hiring a Rentals & Events Coordinator with exceptional organizational skills, attention to detail and a penchant for relationship building. This position reviews and approves all applications for event space at GVHA's harbour properties and marinas, and ensures that all rentals and events adhere to GVHA's technical site requirements, community and environmental standards. GVHA properties host or provide power to approximately 20 community events annually. In your role, you will work closely with internal GVHA departments and the City of Victoria Arts & Culture.

Apply for this position if you have experience with executing venue rental agreements, have worked as a theatre technician/production coordinator, understand the components of organizing outdoor markets and have a passion for events and cultural programming. Reporting to the Manager, Communications & Marketing (MCM), this full-time job has some evening and weekend requirements. This position enjoys comprehensive health benefits, RRSP matching and more, plus a hybrid office/work-from-home schedule, are available upon completion of three-month probation.

Visit <https://gvha.ca/careers/opportunities/> to learn more about this opportunity.

A cover letter and resume may be sent to hr@gvha.ca. Applications will be accepted until Monday, November 13, 2023 at 5:00 pm.

GVHA is dedicated to encouraging a supportive and inclusive culture amongst our workforce. Our goal is to ensure all employees are given equal opportunity, and that GVHA is representative of all sections of society.

GVHA operates on the traditional territories of the Lekwungen People, the Songhees Nation and x̷seps̷əm (Esquimalt) Nation. We are a not-for-profit organization committed to the stewardship and sustainable growth of Victoria's dynamic working harbour.



APPLY TODAY
gvha.ca/careers