

Venue Rental Liaison
(Regular Part-Time, Permanent)



We are seeking an experienced Venue Rental Liaison to promote, coordinate, and oversee the museum and archives' events and facilities rental operations.

MONOVA operates both the Museum of North Vancouver (115 West Esplanade) in The Shipyards and the Archives of North Vancouver (3203 Institute Road) in Lynn Valley. Located in the heart of The Shipyards, the Museum offers over 2,000 sq. ft. of meeting and event space for hosting social celebrations, corporate meetings, and events.

The Venue Rental Liaison manages events and facility rental operations from initial promotion to final coordination and wrap-up. They meet with potential clients, provide tours, and promote the Museum for various event and rental opportunities, in collaboration with the Communications and Marketing Coordinator. They are responsible for all logistical details before, during, and after events, including managing booking software, arranging deliveries, and coordinating event setup and takedown. This position requires exceptional sales skills, the ability to anticipate client and event needs, and a keen eye for detail and organization.

Summary of Duties

- Oversees events and facility rental operations; trains, schedules, and directs staff on facility rentals and events as required.
- Meets with potential clients and promotes the museum for a variety of event and rental opportunities; arranges and provides facility tours; and responds to inquiries by phone, email, and in person.
- Oversees booking software, reserves facility spaces; requisitions goods and services for events; and arranges and facilitates deliveries, such as for food and beverage, furniture, audiovisual equipment, event signage, and other event details.
- Coordinates and participates in the setup and takedown of event spaces according to client specifications.
- Establishes and develops effective working relationships with a variety of internal and external contacts; liaises and oversees communications with event planners, film production companies, caterers, contractors, equipment providers, and other vendors.
- Prepares and maintains contracts for facility rentals; communicates contracts and policies to relevant parties; and prepares simple event budgets and invoices clients and vendors.
- Prepares and maintains a variety of reports, statistics, records, files, correspondence, and related materials.
- Ensures compliance with all relevant regulations and safety standards during events.
- Provides excellent customer service and ensures client satisfaction throughout the event planning and execution process.
- Markets and promotes the venue rental program through various channels in liaison with the Communication and Marketing Coordinator.
- Manages and adheres to budgets for events and rentals.
- Performs related work as required.

Desired Experience, Qualifications and Skills

- Sound knowledge of the methods, objectives, and practices applicable to organizing and implementing events and venue rentals.
- Sound knowledge of the rules, regulations, and policies governing the work performed.
- Ability to coordinate the delivery of a variety of events and venue rentals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with staff members and a variety of external contacts.
- Ability to utilize the software and systems applicable to the work.
- Ability to prepare and maintain a variety of reports, statistics, records, files, and correspondences related to the work.
- Ability to lift bulky objects, climb ladders, set up and take down equipment, and to stand and walk for prolonged periods of time.
- Ability to provide excellent customer service and ensure client satisfaction.
- Strong attention to detail to ensure all aspects of events are managed effectively.

Desirable Training and Experience

Completion of Grade 12, plus related experience in events management or hospitality; or an equivalent combination of education and experience.

Salary: \$30.70 per hour (PG16- Step 1, January 2024 rate, plus 10% of regular earnings in lieu of vacation and public holiday pay)

Start Date: October/ November 2024.

Schedule: 28 hours per week. Regular Part-Time, permanent. This is an in-office position with office hours of 9:00 to 5:00, Monday to Thursday. Some flexibility in scheduling to support evening and weekend work may be required and will be discussed in advance.

Please apply to: Pamela Roberts, Manager of Business Operations, North Vancouver Museum & Archives, 115 West Esplanade, North Vancouver, BC, V7M 0G7

Interested applicants should submit a cover letter and résumé by e-mail to monovahr@monova.ca by 1st October 5pm PST.

MONOVA values inclusivity, believing it enhances creativity, diversity, and innovation. We are committed to a barrier-free work environment and recruitment process. Please let us know if you need any accommodations to apply and be assessed fairly. As an equal opportunity employer, we encourage women, BIPOC, LGBTQ2S+, and people with disabilities to apply.

We respectfully acknowledge that MONOVA: Museum and Archives of North Vancouver is located on the traditional lands of the Skwxwú7mesh (Squamish), and Səlilwətał (Tsleil-Waututh) First Nations, whose ancestors have lived here for countless generations. We are grateful for the opportunity to live, work and learn with them on unceded Coast Salish Territory.