



## THE BLUE MOUNTAINS PUBLIC LIBRARY ARTS & CULTURE COUNCIL

### JOB DESCRIPTION

VERSION: December 1, 2024

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**Position Title:** Event Planner & Coordinator

**Reports To:** Library CEO | The Arts & Culture Council

*The Arts & Culture Council speaks as one voice.*

**Position Type:** Volunteer

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The Arts & Culture Council (ACC) dedicates 2-3 members of its body to form the “ACC Presents Committee”, which is a sub-committee of the Council. These creative individuals work closely with the Gallery Administrator to create a diverse and exciting schedule of arts and culture events that form the “Arts & Culture Council Presents” series.

The ACC aim to plan monthly special events (in addition to monthly Gallery openings, which are planned by Gallery artists). Events are not usually planned for July, August or December.

*This job description serves as a guide for ACC roles, but members are welcome to take on tasks (of their choosing) beyond their designated role.*

#### **Accompanying Documents:**

1. [ACC Annual Schedule Overview](#)
2. [Arts & Culture Council Terms of Reference](#)

#### **Key Duties and Responsibilities:**

The following tasks apply to **all ACC members**, regardless of position title:

1. Attend monthly meetings, including the annual exhibit curation meeting.
2. Assist with the annual February colour exhibition art intake.
3. Support promotion of gallery events.
4. Participate in all ACC decision making as outlined in the ACC’s Terms of Reference (“Roles & Functions of the Council” section).
5. Represent the ACC at Gallery events and exhibit openings.
6. Advise the CEO on Gallery financial matters and facility improvements.

#### **Event Planner & Coordinator Tasks:**

The following tasks apply specifically to the **Event Planner & Coordinator position**:

1. Brainstorm an annual calendar of events.
2. Approach potential presenters that align with the annual calendar of events.



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3. Facilitate the handover of a confirmed presenter to the Gallery Administrator, who will follow up for more details.
4. Assist the Gallery Administrator in further planning (as needed) following the confirmation of a presenter.
5. Review and approve event promotional materials.
6. Attend events to introduce presenters.
7. Compose and deliver thank you cards to presenters.

#### Optional Tasks:

1. Acquire the [Smart Serve Certification](#) to manage The Gallery's wine bar at events.
2. Assist with decorating for gallery events.
3. Assist with larger event planning (i.e. Arts Walk).
4. Represent the ACC in media interviews, pending approval from Blue Mountains Public Library CEO.

#### Qualifications:

The successful candidate must be an enthusiastic, reliable team player. This role involves close collaboration with Library staff and the ACC to support the overall operations of The Gallery at L.E. Shore. The successful candidate will possess:

- A general interest in art, museums, or cultural events (prior experience is a plus but not required).
- A basic understanding of tools and equipment (e.g. hammering, levels, measuring tape) is an asset.
- Attention to detail and a commitment to maintaining high standards.
- The ability to follow multi-step directions and work collaboratively as part of a team.
- A personal email account and the ability to communicate through email on a semi-regular basis.
- Comfort and confidence in speaking in front of an audience to introduce an artist or presenter.

#### Commitment to Health and Safety:

All members must comply with health and safety practices. This may include completion of designated Health and Safety training.

#### Job Details:

**Time Commitment:** 5 to 10 hours per month, varying with programs and exhibits. Please see the ACC Annual Schedule Overview for more information.

**Criminal Record Check:** Required (no cost)



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**Benefits:** Hands-on experience in gallery operations; networking opportunities with professionals in the arts and culture field, contribution to The Gallery at L.E. Shore and broader community.

**Approval:** Approved December 10, 2024