



FOUR HOST FIRST NATIONS

LIL'WAT | MUSQUEAM | SQUAMISH | TSLEIL-WAUTUTH

Position Description

Director, Pavilion Operations

Contract Position: 5 months starting October 30, 2009

Reporting to: General Manager

1 Position

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The Director, Pavilion Operations, will oversee all Aboriginal Pavilion operations including, but not limited to: staff fulfillment of tasks and responsibilities; finish out and installations at the venue; security, cleaning and maintenance, and contracted services, and; daily transition from day programming to evening shows and events. This position will be the key on site contact for day-to-day operations, issues, and venue related functions. Once the Aboriginal Pavilion has ceased operations, this position will oversee responsibilities related to dismantle and load out. This position will be part of a team delivering a well hosted, world class visitor experience.

This is an evolving position and responsibilities may shift over time. Titles may be adjusted from time to time to accurately reflect responsibilities.

Responsibilities:

- Finalize and coordinate all permits and licenses
- Develop and implement Operational Plans and Procedures for the Aboriginal Pavilion staff, Partners, and sponsors
- In consultation with the General Manager, oversee final finish out and installations including liaising with VANOC project management and construction team
- Oversee all venue operation staff and contractors including security, cleaning, catering, retail, and maintenance
- Responsible for the transition of the Aboriginal Pavilion from day programming to evening shows and events
- Key on site contact for all day-to-day operational issues and venue related functions
- Finalize and oversee security and safety protocols and procedures
- Oversee dismantle and load out
- Conduct weekly operational update meetings to the Aboriginal Pavilion Staff pre-Games
- Daily reporting to the General Manager and Key staff during the Games including:
 - Communications
 - Protocol
 - Show Staff
- Prepare Final Report on operations post-Games





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Position Requirements

Education/Experience

- A diploma or certificate from a recognized post secondary institution in related studies preferred
- Seven to ten years full-time experience in venue and/or event operations
- Proven successful track record in venue operations
- Proven track record in team building and relationship building
- Proven track record in project and personnel management
- Strong written and verbal communication skills to develop and implement working plans
- Practical experience in the delivery of event(s) from a cultural perspective
- Practical experience in project work which includes, but is not limited to:
 - Visitor Flow
 - Catering operations
 - Security operations
 - General Maintenance
 - Issues Management
- Evening and weekend work scheduling required

Certificates, Designations, Languages required

- Fluency in English required
- Fluency in French an asset
- Workplace First Aid training an asset

Physical requirements

- May be required to lift boxes or equipment weighing up to 25 kg distances of up to 100 metres
- May be required to work outdoors in inclement weather for up to 50% of working time

Applications

Resume with three references including contact information must be submitted.

Submission Deadline: October 21, 2009 at 4:00 p.m. Pacific Time
(Please make submissions via email or fax)

Address:

Karyn Holyk, GM 2010 Aboriginal Pavilion
Four Host First Nations Secretariat (FHFNS)
610 – 100 Park Royal
West Vancouver, British Columbia, V7T 1A2

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