

FALL JOBS - EVENT COORINATOR



URBANARIUM
FOR SMART CITIES

Oct 13, 2020

Urbanarium is a not-for-profit, charitable organization with a volunteer Board of Directors, consisting of professionals in the fields of architecture, urban design, planning, development and communications. Started in 1985, Urbanarium aspires to have a role in the advancement of our cities achieved through dialogue, debate and competitions.

Our debates challenge the public to consider the pros and cons of propositions related to issues pertinent to the building of smart cities. Our competitions are international, open calls that aim to develop and present options for addressing challenges such as affordability and social health with design and innovation. City Talks bring speakers together to have informed, yet easy to understand conversations about city making.

Most of our work is done in collaboration with UBC SALA and organizations whose mandate and interests overlap with ours. As the pandemic continues, we believe that cities are platforms for making community that strengthen our love and support for each other. We also believe that in the face of this crisis we are called to design cohesive, connected and mutually-supportive places.

A new program for us is the Urbanarium Studio, a virtual studio for urban design charrettes that convenes an impressive cohort of illustrators to visualize the ideas and experiences of residents pertaining to urban design and architecture. Watch your ideas come to life, live!

This Fall we are excited about a collaboration between Vancouver Public Space Network, Vancouver Design Week and Urbanarium. This project will initiate a city-wide conversation asking the question: how would you retool, revision and regenerate Vancouver's public realm? The question will be asked through a series of laddering steps using Urbanarium tools such as polls, a City Talk, our Smart Map and a Studio session. These events will likely take place over one full week in late November within the larger context of Vancouver Design Week 2020: Redesign the Future!

Come work with us!

Reporting to Urbanarium's Executive Director and working closely with producers from Vancouver Public Space Network and Vancouver Design Week, the Event Coordinator's work will focus on supporting the planning, logistics and communications of the event series. Responsibilities may include:

1. Understanding requirements for each event
2. Contributing to content development and dissemination
3. Planning events with attention to financial and time constraints
4. Schedule/manage speakers, designers and contributors
5. Manage critical path and production schedule
6. Manage audience engagement/registration

This position is funded through the 2020 Canada Summer Jobs Program. To be eligible to apply, you must be:

- A Canadian citizen, permanent resident, or person who has been granted refugee status in Canada under the Immigration and Refugee Protection Act
- Legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations. International participants are not eligible. Recent immigrants are eligible if they are Canadian citizens or permanent residents
- Between 15 and 30 years of age

It is a temporary, full-time position based upon \$20 an hour, 30 hours per week for two months. The employee will be working remotely with regular, online guidance, mentorship and check-ins with the team. We are committed to recruiting diverse employees that represent the community we serve. We seek applicants from all backgrounds, including BIPOC applicants, all genders, all abilities, nationalities and persons with disabilities.

- Start Date: Oct 21, 2020 >>End Date: December 22, 2020

Please send a cover letter and resume to **amy@urbanarium.org with the job title Event Coordinator in the subject line by October 19th, 2020**. We thank all applicants, however, only those candidates to be interviewed will be contacted. Please note we will be reviewing applications as they come in.