

**Position: Special Events Coordinator (Canada Summer Jobs)**

**Reports to: Community Engagement Manager**

**Hours & Rate: 30 hours/week, \$23.00/hour**

**Duration: June 1 - August 29, 2026 (13 weeks)**

**Organization Overview:**

For almost 30 years, Dance Victoria (DV) has served the Greater Victoria region. As one of the largest dance presenters in Western Canada, we curate a diverse series of Canadian and international dance companies; support local artists with residencies, free studio space, and performance opportunities; and provide access to live performance and movement programs for young people and communities experiencing barriers to arts and culture.

Dance Victoria's programs engage over 20,000 people annually, including 1,200 subscribers. Our vision is that everyone in Greater Victoria can experience the transformative power of world-class dance.

In 2010, DV acquired the head lease on a 12,000-square-foot facility in Quadra Village with three dance studios, administrative offices, and event space. DV Studios are a valued community asset. In addition to supporting local and B.C. artists through residency and studio access programs, the venue hosts an intimate blackbox space that can welcome up to 100 audience members.

**Position Overview:**

The Special Events Coordinator will provide key support to Dance Victoria's Development and Marketing teams in preparation for the organization's milestone 30th anniversary season. Activity during the summer months will focus primarily on planning Dance Victoria's IGNITE! season launch party in October. IGNITE! is DV's largest fundraising event of the year, and in 2026 will be elevated through special programming and increased fundraising and stakeholder engagement goals.

Coinciding with the 30th anniversary, we will also announce and roll out a new Dance Victoria brand identity. In advance of DV's first performance in November, the Special Events Coordinator will contribute vital support towards successfully introducing the new brand across DV's various printed and digital platforms, including the website.

This is an opportunity for a creative, digitally savvy, and enthusiastic individual to join our team this summer and gain sought-after training and skills in the non-profit development and marketing fields.

**Description of Activities**

**IGNITE!**

- Contribute to the Development team in researching and implementing strategies for a successful and engaging IGNITE! event within budget;
- Participate on DV's Fund Development Committee, a group comprised of staff, Board members and volunteers, to plan the event;
- Assist with strategy, procurement, and other tasks related to the IGNITE! online auction;
- Support Marketing Manager in developing and coordinating collateral materials and social media messaging to drive auction procurement, community participation, and event ticket sales; and
- Support event sponsorship efforts.

**Terms & Compensation:**

- This position will work 30 hours weekly at an hourly rate of \$23/hour;
- This is an onsite position at DV's administrative office (111-2750 Quadra St.) with hours of 9:00 am-5:00 pm on Monday, Tuesday, Thursday and Friday;
- Some evening and weekend work may be required.

**Conditions of Employment through Canada Summer Jobs Program:**

To apply for this position, the applicant must be:

- between 15 and 30 years of age at the start of employment;
- a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the job; and
- be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
  - This includes having a valid Social Insurance Number at the start of employment.

**Requirements & Working Conditions:**

- Regular Class 5 driver's license considered an asset, but not required;
- Must submit to a criminal background check.

**To Apply:**

Please send your resume and a personalized cover letter, specific to Dance Victoria and this opportunity, to Larissa Sharma, Community Engagement Manager at [larissa@dancevictoria.com](mailto:larissa@dancevictoria.com) no later than Wednesday, May 6, 2026 at 5:00 PM PT. Applications will be reviewed on a rolling basis. Only those applicants selected for an interview will be contacted.

Dance Victoria is committed to creating and supporting a diverse and inclusive working environment. Candidates of historically underrepresented communities, including persons of colour, Indigenous peoples, persons with disabilities, and LGBTQ2S+ individuals, are strongly encouraged to apply.