

Partnership & Event Manager

Position Description: Winter Arts Festival, Victoria

WHO WE ARE

The Wilder is a creative studio which creates art and experiences for people to learn about nature, to connect with each other, and to inspire creativity. We produce events, winter festivals, and create art installations and event activations, and we love storytelling through our creations.

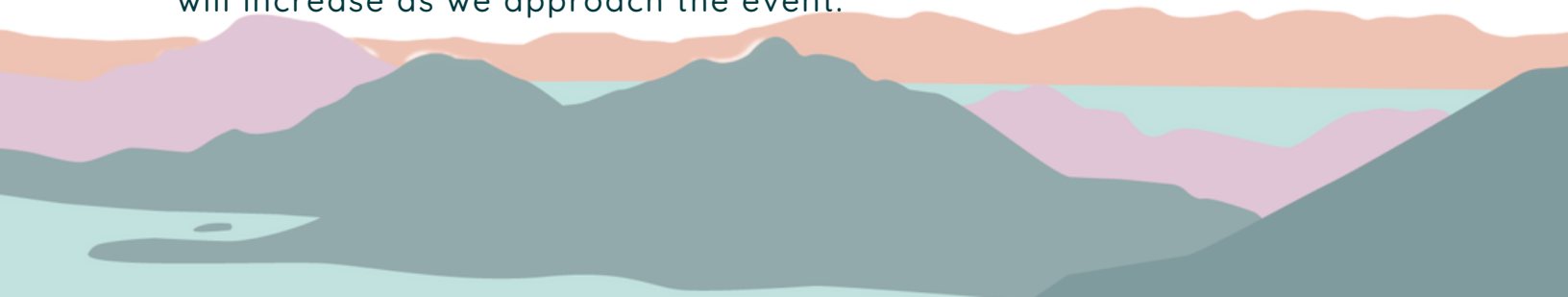
We are working with the City of Victoria to produce a new winter arts festival and we are recruiting for a Partnerships and Event Manager to join us for this exciting new winter lights and art experience.

Check out our creations at www.thewilder.ca and [@thewilderexperience](https://twitter.com/thewilderexperience)

THE ROLE

We are seeking a dynamic and motivated Partnerships and Event Manager to support the successful delivery of a new winter arts festival. This role is ideal for someone with strong coordination skills, a flair for building relationships, and a passion for creative, community-driven events. You will be involved across all areas of the festival planning and delivery, with opportunities to shape partnerships, drive event logistics, and support the production of large-scale art installations.

The Manager will have good connections within the event and/or creative sector on Vancouver Island and beyond, be able to represent The Wilder professionally, and support with all of the behind-the-scenes logistical work as we develop and execute the festival. We are looking for someone to work remotely between 10 - 40 hours a week with the hours requiring flexibility as each week will be different and the hours will increase as we approach the event.



There are opportunities to get involved deeply in our work and the event. We anticipate the candidate will work on some or all of the following activities:

1. Partnerships, Marketing & Promotion

- Identify and coordinate sponsorship and partnership opportunities
- Support advertising, social media campaigns, and media outreach
- Build relationships with local businesses, tourism partners, and community groups

2. Stakeholder Engagement

- Assist in the community, artist, Lekwungen artists and advisors, business and sponsor consultation processes
- Act as a point of contact for artists, businesses, and collaborators
- Ensure clear and timely communication with all stakeholders

3. Event Administration & Logistics

- Draft and support artist and vendor contracts
- Track schedules, documentation, permits, and budgets
- Support event, art installation, and site planning and vendor coordination and technical information for art installations and included performers and artists

4. Production & Installation Support

- Assist with art installation setup, event zones, and activation spaces
- Provide hands-on support during installation and takedown periods
- Work closely with artists and production staff

5. Festival Weekend Operations

- Coordinate volunteers and onsite staff
- Ensure a smooth and professional festival experience for all participants
- Help wherever needed and troubleshoot on-the-ground issues during the event



6. Post-Event Wrap-Up

- Support strike, storage, and pack-down
- Contribute to reporting and documentation, including marketing performance and event evaluation

WHO WE ARE LOOKING FOR

We're looking for someone who is:

- Proactive, organized, and able to work remotely and able to manage their own time effectively meeting deadlines
- Can manage multiple tasks, making sure our events and activations run seamlessly, who can solve problems and adapt on the fly
- Experience managing events is absolutely essential
- Experience or interest in the arts or creative sectors is an asset
- Comfortable working independently and collaboratively. Flexible with availability and scheduling, especially closer to the event. The candidate will work closely with our Creative Director and other members of the team, helping to build and support a festival event team closer to the festival time
- Possesses a degree in marketing, business, the arts, or other relevant education and at least 3 years experience in arts/creativity, events or other relevant fields.
- Must be based in or nearby Victoria, BC and able to attend site and stakeholder meetings as necessary
- University degree in management, arts, business, or other

To Apply

We expect that the candidate will earn approximately \$25-\$35 per hour depending on their experience. We aim to create a positive environment where our team can shine and grow through our initiatives. We are flexible about who we take on as we love diverse skills and interests so we welcome applications from candidates who may fit some of the above but not everything.

Please check out our initiatives at www.thewilder.ca and send your resume to hello@thewilder.ca. We will be reviewing applications as they are received

