



CENTRE A

Vancouver International Centre for Contemporary Asian Art
205 – 268 Keefer Street, Vancouver BC V6A 1X5 | 604.683.8326 | www.centrea.org

Volunteer Position Special Events Committee

Position Title: Special Events Committee Member

Position Type: Volunteer

Location: Vancouver, BC

Centre A is now inviting applications to our Special Events Committee!

Centre A's Special Events Committee is made up of a group of active, engaged individuals who are passionate about garnering support for the arts and raising the profile of contemporary Asian art. The Special Events Committee works closely with the Centre A Board and Staff to plan and implement a variety of fundraisers, campaigns, and special events throughout the year, including our annual fundraiser -- *Off Keefer*.

Off Keefer is a cabaret-style fundraiser featuring live local performance artists that are breaking stereotypes and shaking up the visual arts world. It is an evening of celebrating and reimagining the experiences and expression of Asian diasporic communities within the arts. As a Special Events Committee member, you will play an integral role in supporting the planning, coordination, and outreach that makes *Off Keefer* a night to remember for donors, sponsors, and guests.

About Centre A:

Founded in 1999, Centre A is Canada's only public gallery devoted to contemporary Asian and Asian diasporic art. We are located in Vancouver's Chinatown on the unceded territories of the Musqueam, Squamish, and Tsleil-Waututh nations. As we work to confront mainstream narratives and the challenges of colonialism and marginalization, both locally and globally, we also strive to hold space for mutual understanding and fostering community. As a centre for conversation, critical inquiry, and artistic experimentation, we bring together artists, curators, and other cultural producers from the Greater Vancouver area, across Canada, Asia, and around the world.

Duration: January 2020 - April 2020

*Committee Members must commit to actively participating for the full planning term.

Duties and Responsibilities:

- Actively participate in committee meetings, contributing to the discussion, brainstorming and sharing innovative ideas
- Solicit silent auction sponsors through email, phone, and in person outreach
- Collaborate with staff to develop and implement promotional campaigns
- Assist with event-related marketing, promotions, and outreach
- Conduct research to identify sponsorship prospects
- Contribute to the event's overall execution



CENTRE A

Vancouver International Centre for Contemporary Asian Art
205 – 268 Keefer Street, Vancouver BC V6A 1X5 | 604.683.8326 | www.centrea.org

Time Commitment:

- Must be able to attend weekly meetings
- Meetings take place at Centre A, 268 Keefer St suite 205, Vancouver, BC V6A 1X5
- Approximately 2-3 hours per week, however, time commitment may vary throughout the planning term

Qualifications:

- Strong communication and teamwork skills
- Event planning and execution experience
- Experience with running a gala-type event
- Experience fundraising or soliciting auction items and prizes
- Experience working with non-profit organizations
- Experience in marketing or sales is an asset
- Prior fundraising experience is an asset
- Basic computer skills to work with email and basic word documents

For more information or to apply, please contact Emma Richards at 604-683-5283 or development@centrea.org.