

HOLLYHOCK

Position: Production Coordinator (PC)

Reports to: Program Operations Manager, dotted line to Program Operations Assistant Manager

Start Date: April 8, 2019

Hours and Location: Part-time, Seasonal (April - October), on Cortes Island

Salary (per hour): \$18-\$20

Estimated Work Hours (per week): 15-32

ABOUT US

Hollyhock exists to inspire, nourish, and support people making the world better. Hollyhock has been transforming North American society for over 37 years. From our humble beginnings in 1982 as a project of Greenpeace founders and human potential movement leaders, Hollyhock catalyzes connection, personal growth, and progressive social change. We run about 100 programs and conferences per year on our Cortes Island campus and in Vancouver, BC.

ABOUT THE ROLE

The PC provides the tools, program space set-up, technical support, and creative guidance needed to ensure the smooth and successful production of each Hollyhock program, conference, group booking or special event. . The PC works primarily on arrival day set-up, Presenter Evenings, and at other special events when technical support is required. The Production Coordinator often works alone, under minimal supervision, and is required to work seamlessly with other departments.

ABOUT YOU

You have a passion for a/v tech, with the experience and skills to produce professional-level technical set up of live events. An understanding of social innovation, leadership and progressive movements are all assets for this position. You are legally able to work in Canada and enjoy living in a rural island setting.

KEY RESPONSIBILITIES

Presenters & Programs

- Advanced planning, set up, and tear down of meeting rooms including all production supplies, materials, seating, and technical equipment.
- Connects with presenters in a timely and professional manner to discuss their audio / visual and production needs for their upcoming program at Hollyhock.

- Meets with Presenters upon arrival to ensure their satisfaction with the room set up and orient them to their equipment, confirming all is functioning as required. Walks them through how to operate any technology required for their program.
- Maintains updated Program production files (including photos and special needs/supply lists) for all Hollyhock Presenters.
- Sets up and trouble-shoots all Hollyhock A/V equipment, including: projection systems, TV's, DVD players, stereo systems, web access, microphone and PA systems, mixers, lighting & HDMI connections.
- Ensures smooth operation of Presenter Evening/Special Event production requirements, including training & guidance of resident and host support teams.
- Provides courteous and efficient service in an extremely fast-paced, presenter/guest-focused environment.

Interdepartmental Communications

- Coordinates & trains a team of Resident Service Program (RSP) helpers (scheduled by the Host/RSP Manager) to assist with production/event set-up on arrival and departure days, Presenter Evenings & special events.
- Supports Hollyhock Yoga Teachers by ensuring practice spaces are sufficiently stocked with clean, functional, well-organized yoga supplies.
- Organizes use of HH golf cart/van on Arrival Days with Housekeeping or Guest Services.
- Supports Groups & Conference Manager and Conference Producers as needed.
- Attends monthly Program Operations safety meetings.
- Updates A/V training manuals as needed.
- Updates & maintains Presenter production files as needed.

Inventory Management

- Tracks & documents inventory of all program production equipment on campus (including yoga supplies).
- Quality control - Ensures all equipment and supplies are clean and operational. Schedules repairs/new equipment orders with Program Operations Manager.
- Creates a season-end inventory of all production supplies and yoga equipment, and moves them into appropriate storage space.

SKILLS & QUALIFICATIONS

- Training & experience producing LIVE music/video/movement/public speaking events.
- Ability to map out time, tools and extra support needed to fulfil production requirements for each program with a minimal amount of supervision.
- Experience performing basic repairs on audio visual equipment.
- Detail-oriented and works to tight deadlines, to create an inspiring, safe and clean space for each Presenter and program.

- Able to work some weekends, nights, early mornings as scheduled/required.
- Able to safely perform light labour duties, including the ability to lift up to 50lbs, carry items upstairs, perform repetitive lifting of chair, backjacks and other duties as required.
- Able to adapt to changing and sometimes stressful situations, with a positive and productive attitude.
- Patient & skilled communicator who can teach basic technical and operational information to Presenters and staff who may have little/no tech experience.
- Comfortable speaking in front of a crowd.
- Possesses a valid Class 5 BC Driver's licence.
- Experience with G-Suite (Gmail, GDrive, Calendar, etc), WordPress.
- Comfortable with tech platforms such as Zoom, Slack and Asana.
- Experience operating digital video cameras & audio recordings for live events and social media.

APPLY

To apply, please send the following to darcy@hollyhock.ca

- 200 word (max) cover letter
- Resume

The subject line of the email should be "Production Coordinator – First Name Last Name" (e.g. if your name is Alex Bee, the subject line would be "Production Coordinator – Alex Bee")

Please note: only short-listed candidates will be contacted.

Hollyhock is committed to creating a fair and respectful environment that protects and promotes human rights. Hollyhock believes that a workforce that reflects the diversity of the communities we serve strengthens our ability to achieve our mission. We strongly encourage applicants of all genders, ethnic and cultural backgrounds, sexual orientations, abilities, and with a range of life experiences to apply.