Director of Administration

About Coastal Jazz

The Coastal Jazz & Blues Society (CJBS) is a non-profit arts organization dedicated to building community in Vancouver through exceptional music experiences. Since 1985, we have produced the internationally renowned Vancouver International Jazz Festival, presenting world class artists and spotlighting local talent across jazz, blues, world, creative, and improvised music. Beyond the Festival, we support artistic collaborations, education, community programming, and cultural partnerships throughout the year.
We operate on the unceded traditional territories of the xʷməθkʷəy̓əm (Musqueam), Sḵwx̱wú7mesh (Squamish), and Sel̓íl̓witulh (Tsleil Waututh) peoples. We are committed to fostering diversity, inclusion, and equitable practice in our work and in our hiring. If you bring curiosity, a love of good systems, and a desire to grow, and believe you can contribute to our mission, we encourage you to apply even if your experience does not exactly match every qualification listed.

Position Summary

Coastal Jazz is seeking a Director of Administration to oversee the day-to-day operations of the organization throughout the year and during the Festival. The ideal candidate balances strong relationship and communication skills with a love of systems and process. You will oversee administration, IT, and festival operations, working closely with the Executive Director and a long-serving team who know this festival inside out. This role is as much about improving how we work as it is about doing the work.
This position reports to the Executive Director and supervises several of our seasonal operations staff including Box Office Manager, Volunteer Coordinator, and Bar Manager.

In this role, success looks like:

- Build strong, trusting working relationships with staff, contractors, and volunteers.
- Deliver smooth, well-organized Festival and year-round operations.
- Audit, capture, and improve operational systems
- Oversee daily operations and rentals of the Hargrove, our shared performance space
- You're equally comfortable visioning long-term strategy and process as you are doing the day to day tasks to make a nonprofit run successfully

Key Responsibilities

Festival and Event Operations

- Lead operational planning and logistics for the Festival and year-round events.
- Oversee ticketing, box office, permits and licensing, and on-site operations.
- Hire and supervise seasonal operations staff.

Systems and Continuous Improvement

- Audit operational and festival systems, and lead the development of a written operations manual.
- Identify efficiencies and lead upgrades to IT infrastructure and software

- Train staff, contractors, and volunteers on new and existing systems.

Administration, Finance, and HR

- Oversee office operations, IT support, records, insurance, and compliance.
- Support grant writing, donation tracking, and HR administration.

Qualifications

- Strong management skills with an inclusive approach to leading a team.
- Experience in live performing arts including event production and front of house
- Systems and process oriented, with a demonstrated ability to identify opportunities for improvement and implement practical, effective solutions.
- Excellent interpersonal and communication skills (written and verbal)
- Confident with technology
- Self-starter and motivated self-learner who takes initiative and goes looking for answers.
- Analytical and intellectually curious, with a commitment to continuous improvement.
- Comfortable in a small, agile team working in a fast-paced environment
- Valid class 5 Drivers license - having your own vehicle is an asset but not required

Compensation and Work Environment

Salary: $60,000 per year, .8 FTE
Benefits: Extended health benefits package, professional development funds
Time Off: Four weeks paid vacation plus annual holiday closure
Work Model: Hybrid with 2 days per week at the Coastal Jazz offices and required onsite presence during the Festival and key events
Hours: This is a .8 FTE position average 30 hours a week with variable hours including evenings and weekends during peak periods

How to Apply

Please submit a single PDF titled **FirstName_LastName_Admin.pdf** containing your cover letter and resume to: **hire@coastaljazz.ca** no later than December 7th. Applications will be reviewed as received and only successful candidates will be contacted for an interview. Anticipated start date of the position is early January 2027.