

The Butchart Gardens is looking for an individual to fill the following position:

DEPARTMENT: ARTS & ENTERTAINMENT
POSITION: Arts & Entertainment Administrative Coordinator

The Arts & Entertainment Administrative Coordinator provides essential administrative, coordination, and project support to the Arts & Entertainment Department. This role assists in all departmental activities including ongoing operations, capital projects, firework shows, and all seasonal displays, and ensures they are efficiently documented and administratively organized.

Duties

- Assist with ensuring project plans, documentation, files and records are in place for all one-time and annual recurring department projects, including firework show, seasonal lighting and Christmas installation
- Working with the department Director and Fireworks Supervisor, creating an up-to-date show package for each of our distinct, different shows, including documentation on fireworks, props and other resources required for each season
- Support the move of our firework shows onto an online inventory platform
- Supporting the Visual Arts team with inventory for the seasonal lighting and seasonal displays
- Keep all departmental inventory and job sheets updated (fireworks, seasonal displays and entertainment)
- Maintain department maps and drawings
- Update and distribute department calendars and planning materials
- Order, receive and maintain inventory, and distribute departmental office supplies
- Updating of staff scheduling in Kronos timekeeping system
- Ensure meeting minutes and departmental notes are taken and distributed
- Review, update, and maintain departmental files
- Track all departmental Standard Operating Procedures (SOPs) and flag for updates
- Coordinate departmental contract documentation (PO's, subcontracts, etc.)
- Act as the departmental Uniform Liaison and distribute uniform(s) as needed or requested
- Receive WHMIS information and maintain binders of products currently stocked / in-use
- Track departmental training requirements and ensure department Director and Manager are aware of requirements
- Support installation and strike operations on-site, including outdoor work in varying weather conditions
- Administratively assist Director, Manager and staff in the planning and coordination of all aspects of the Christmas display
- Research pre-approved lighting projects on an ongoing basis
- Ensure fireworks licenses, documents and inventories are maintained and order lists sent out on schedule
- Assist with researching new materials and technology in an effort to continually improve and enhance the Christmas display
- Support ongoing research into pyrotechnics providers and ordinance
- In conjunction with Fireworks Supervisor ensure fireworks licenses, documents and inventories are maintained
- Other duties as required

Requirements

- Minimum of two years of related experience
- Experienced with various computer programs including Microsoft Office, project planning and cloud-based inventory management systems
- Detail oriented, resourceful, with a strong ability to multi-task
- Strong initiative and well-established organizational ability
- Good oral and written communication skills
- Ability to work well under pressure and set priorities
- Self-starter with a good sense of humour and ability to work within a team
- Ability to work confidentially with discretion
- Familiarity with fireworks, inventory systems large display installation or complex events would be an asset
- Experience with AutoCAD or Vectorworks would be an asset
- Previous experience with the Arts & Entertainment department at Butchart Gardens would be an asset
- The successful candidate will be required to obtain a fireworks Display Assistant certification

WORK SEASON

This is a full-time, 40 hours per week, year-round position with a 6 month probationary period. Shifts will be primarily Monday to Friday, 7:00am to 3:30pm. Occasional overtime, evening and weekend work may be required. Work is predominantly indoors but outdoor work in inclement weather may be required at some times of the year. Wage starting from \$32.56. Remuneration will be commensurate with the level of responsibility and qualifications of the successful candidate. The position offers a benefits package, a RRSP matching program, 3 weeks' vacation (*plus an additional 2 weeks paid staff holiday during The Gardens closure each year*), following a probationary period.

Please submit a resume and cover letter by Sunday, February 8, 2026, to the Human Resources department, The Butchart Gardens Ltd., 800 Benvenuto Ave. Brentwood Bay, BC V8M 1J8, hr@butchartgardens.com, 250-652-4422, fax 250-544-4455.

We sincerely thank all those who apply, however, only those short-listed will be contacted.