



THE CORPORATION OF THE TOWN OF OAKVILLE

JOB POSTING

CALL NO. 19-1766 (CUPE 1329T)

This job profile reflects the general details considered necessary to perform the principal functions and shall not be construed as an interpretation of all work requirements inherent in the job. Applicants are required to demonstrate in their applications and in the interview process that their qualifications for the positions match those specified. Applicants may be required to undergo a skills assessment and/or testing. Applicants may be required to undergo a skills assessment and/or testing with a minimum pass mark of 75%.

Job Designation: Events Assistant
Department: Recreation and Culture
Salary Range: \$51,872 - \$63,276
Pay Grade: 7

Duration:

This is a contract opportunity lasting 6 months

Reporting to the Senior Manager, Cultural Services and working in collaboration with the Event Program Coordinator and other town staff, the Events Assistant will be responsible for the facilitation of community events, and the development, planning, coordination and execution of projects and special events in the town's Recreation and Culture department.

This role will require a consistent amount of evening and weekend work.

Job Responsibilities:

Community Event Support

- Undertaking support responsibilities related to the oversight and administrative support of community events in Oakville.
- Working directly with community event organizers; conducting client meetings, site visits, post-event meetings, general email and phone correspondence.
- Creating and maintaining client files, responding to inquiries, and providing front-line customer service to community event organizers.
- Taking an active role as a Town Liaison onsite at community events, including supervising event site set-up, execution and removal to ensure that town requirements and regulations are observed.
- Coordinate post event evaluation of events including debrief meetings and the development of post-event reports.

Event Planning and Execution

- Provides support to Events Program Supervisor related to the coordination and execution of a selection of events planned through the Town of Oakville, including the Oakville Santa Claus Parade, Oakville Children's Festival; as well as other events as they arise.
- Coordinates resources, materials and staff from various town departments to support events.
- Joining event committees and contribute to idea development, sponsorship solicitation, vendor management, entertainment planning, community relations and various administrative and onsite event tasks and duties.
- Undertaking an active role onsite at events, including leading and assisting with site set-up, material transport, vendor arrival, volunteer management, customer service, problem-solving, site take-down and general event supervision.

Successful candidates will abide by Ontario Health & Safety Legislation and follow Corporate Health & Safety Policies.

The Town of Oakville is an equal opportunity employer

- Soliciting vendors, entertainers, workshops, suppliers, etc., to support event logistics as required. Maintenance of databases, creation of agreements/contracts and payment processing.

Administrative Support

- Creation and maintenance of resources to support the Town of Oakville Special Event Service (i.e. web calendar updates, online Event Toolkit, templates, tracking sheets, etc.)
- Participate in the development of event promotional material, including seasonal brochures, posters, social media content, signage, etc. Create/review copy, and design.
- Creating and maintaining event plans, site maps, production schedules, vendor and activity tracking spreadsheets, volunteer management documents and other event-related documents and administration.
- Requesting and tracking insurance from third-parties at Town- and community-produced events.
- Assists with recruitment, selection and training of event volunteers, part time and summer students.
- Assists Event Program Coordinator in coordinating staff from various town departments to support events.
- Develop and maintain an inventory of assets related to events.
- Adhere to all policies and procedures.
- Performs other duties as assigned.

Qualifications:

- Successful completion of a degree or diploma in event management/coordination, project management, public relations or similar program.
- Demonstrated experience as an event coordinator with experience in event logistics, sponsorship development, marketing, volunteer coordination, and related best practices.
- A minimum of 2 years of related experience preferred.
- Ability to work independently and as a team member on assigned tasks and projects.
- Efficient and clear communication, interpersonal and conflict resolution skills.
- Ability to work unsupervised, in a leadership role, make informed decisions and balance multiple priorities while acting as a key point person in a busy event environment.
- Commitment to delivering high-quality customer service.
- Fluent with Microsoft Office Suite of products (Word, Excel, Power Point, Outlook)
- Working knowledge of CLASS and Sharepoint software would be considered an asset
- Willingness and ability to work shifts, evenings, weekends and holidays as required.
- Industry certifications in event management (CSEP, CMP) preferred.
- Must possess a valid Ontario Class "G" Driver's License, and have access to a vehicle for use to attend various events sites.

Applications for this position must be submitted at oakville.ca in the employment section by no later than midnight on **August 21, 2019.**

DATED: August 7, 2019

We thank all applicants and advise that only those selected for an interview will be contacted.

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Personal information collected from applications and resumes is collected under the authority of the *Municipal Act, 2001*, and will be used to determine qualifications for employment. Questions about this collection of information should be directed to Human Resource Services, 1225 Trafalgar Road, Oakville, Ontario L6H 0H3.