



# TOWN OF AJAX

## Job Posting – Temporary Festivals & Events Assistant (6 month contract November 2019 – May 2020)

### **POSITION SUMMARY:**

Reporting to the Manager of Community & Cultural Development, the Festivals & Events Assistant is responsible for assisting in the development, coordination and delivery of various festivals and events including event marketing, event administration, vendor coordination and payment tracking, community exhibitor and parade entry administration, and event staff & volunteer management.

### **DUTIES & RESPONSIBILITIES:**

- Assist with the development, coordination, supervision and implementation of Town-delivered festivals and events
- Provide administrative support to the Festivals & Events Coordinator including vendor payment coordination and tracking, parade entry administration, insurance and other document tracking, database management etc.
- Responsible for training, placement and supervision of volunteers
- Schedule, provide leadership and delegate tasks to part time staff and volunteers
- Establish working relationships with other Town Departments and staff
- Manage and purchase event related equipment and supplies, working within established budgets
- Closely monitor, identify and resolve issues during festivals and events
- Assist with event promotion including distribution of posters/flyers, completing website calendar postings, creating all social media posts, etc.
- Foster relationships with volunteers, performers, contracted services, etc.
- Assist in event evaluation, making recommendations for future events
- Take appropriate action to deal with incidents, problems and emergencies as outlined in departmental policies and procedures
- Perform other duties as assigned

### **QUALIFICATIONS:**

- Demonstrated background and experience in planning and delivering festivals and events, including large outdoor festivals and events
- Experience working with diverse communities, groups and organizations (i.e. ethno-cultural groups, arts & culture sector, LGBTQ community, youth, older adults, recreational/sports organizations, etc.)
- Strong computer and database management skills including Microsoft Office Suite (Word, Excel, Power Point). Familiarity with ActiveNet would be an asset.
- Strong written & verbal communication, interpersonal, conflict resolution, negotiation, public relations, and leadership skills
- Able to deal effectively and courteously with staff, general public, contracted services, community groups and organizations, and the Town
- Able to work independently and interdependently
- Strong organizational & time management skills, and works well under pressure
- Valid Class "G" driver's license with a clear driver's abstract
- Current Standard First Aid with CPR -C
- Able to provide a Criminal Reference Check with Vulnerable Sector screening completed in the last six months that is satisfactory to the Town
- Available / flexible to work various hours including all festivals & event dates (evenings & weekends)

**Hourly Rate: \$22.52 per hour**

**Hours Required: Up to 24 hours per week with more hours required as large events approach. Must be available to work all festivals and events (evenings and weekends)**

**To apply for this position please visit [www.ajax.ca](http://www.ajax.ca)**

The Town of Ajax is an equal opportunity employer, committed to diversity and accessibility within the workplace where all employees feel valued, respected and supported. As a best practice employer, the Town embraces diversity and gender expression through policy, staff training and providing positive spaces. The Town encourages applications from all qualified candidates. If selected for an interview, please inform Human Resources staff of any accommodation you may require during the process.