

WEST END EVENTS COORDINATOR AND GUIDE

– 10 hours per week (Upon hiring – April 26)

– 35 hours per week (April 29 – Aug 23)

JOB DESCRIPTION

Updated as of Feb 13/2019

POSITION

The West End Events Coordinator and Guide is an exciting position organizing events and leading tours in the West End. As events coordinator (Approximately 85% time), the position is responsible for executing and developing the West End BIZ's event schedule. Events take place primarily outdoors and audience sizes vary depending on the event. Events will be of a fun, recreational nature and may include musical performances, participatory art creation, small afternoon festivals and other similar activities to engage the community. The position offers great work experience in the tourism industry.

In the tours component (Approximately 15% time), the position is responsible for leading the West End restaurant tours on a weekly basis from mid-June to the end of August. Tour schedule and content is pre-developed.

REQUIRED QUALITIES

Our ideal candidate for the position should be creative, enthusiastic, positive, detail-oriented, well-organized, engaging and enjoy reaching out to organizations and individuals to build partnerships. The candidate must also be self-motivated, hardworking, punctual and an effective problem-solver. Above all, the successful candidate must enjoy people and creating great experiences for participants.

The successful candidate must take the lead *or* work as a team, as the situation requires. Additionally, the coordinator is expected to take initiative creating promotional material and assisting with promoting events. The successful candidate must have solid public relations skills and present a professional yet friendly demeanour.

QUALIFICATIONS

Must be comfortable working outdoors for long stretches in all weather. Must be able to clearly write and communicate. Previous experience in small and medium-sized event organizing and planning is essential. Related education is an asset. Familiarity with West End neighbourhoods and community is an asset.

REPORTING

Reports directly to the Promotion and Development Coordinator. All staff positions are ultimately responsible to the Executive Director. The position works in a team environment with BIZ staff.

MAIN AREAS OF RESPONSIBILITY

- Assist in creating event ideas.
- Coordinate, develop and implement events (as assigned) to completion.
- Partner with applicable organizations to support and plan events
- Assist in developing promotional material and distribution
- Attend other events to assist or coordinate as directed.
- Lead restaurant tours on a weekly basis from mid-June to August
- Act as back up for other tours
- Promote West End events and tours as opportunities arise

OTHER

Paid training. Uniform provided. Full kitchen facilities. Locker provided. Fun and supportive work environment.

HOURS OF WORK / WAGES

10 hours per week, Mar – Apr 26; 35 hours per week, Apr 29 - Aug 23. Rate of pay is \$14.50 to \$15 per hour depending on experience.

TO APPLY

Please submit cover letter and resume to the West End BIZ by e-mail (joe@westendbiz.ca), or fax (204-772-8604) or in person at 581 Portage Avenue, Monday through Friday, between the hours of 9:00 am and 4:30 pm.

Note: All positions are subject to available BIZ funding.