

EMPLOYMENT OPPORTUNITY:

Recreation & Culture Special Events Coordinator – Maternity Leave coverage (18 months)

Reporting to the Recreation & Culture Manager the Special Events Coordinator will develop market, implement and evaluate special events. Liaison between special event request and the Recreation & Culture events ensuring these activities will benefit the Town culturally and economically. This is balanced with strong customer service ability, team leadership and business acumen. Responsible to monitor all financial, legal accountabilities and takes appropriate corrective measures as necessary.

SUMMARY OF FUNCTION:

- Administer, organize, market and evaluate internal and external TOSL special events. They may include conferences, meetings, seminars, exhibitions, trade shows, festivals, fundraisers, concerts, sporting events, music, shows, festivals, parades, holiday celebrations, fireworks and cultural activities, etc.;
- Communicate with community members, determine needs & interest, recruit volunteers and build strong working relationships to aid the success of all special events;
- Research all funding sources and project requirements;
- Meet with sponsors and organizing committees to plan event scope and format, establish, review administrative procedures and discuss progress;
- Provide reports for applications as required for special events and community initiatives;
- Process and track event sales, merchandizing and inventory control;
- Evaluate the effectiveness of the events and provide a post-event evaluation;
- Research opportunities for the Town on an on-going basis;
- Coordinate all event logistics, selecting sites, work plans, caterers, contractors, decorations, equipment rentals and Town services (if required);
- Represent the Town as an ambassador for event staff and lead by example for promoters, trade show exhibitors, vendors, volunteers, sponsors and donors;
- Create an on-going data base for events to hire, train and supervise volunteers and support staff to assist at special events;
- Support media, public relations and social media communications as required;
- Organize transportation, security, designated drivers and emergency services;
- Cooperate with the Sales & Marketing position work on all marketing avenues to ensure the success of the special event;
- Promote, support and enforce the Town Health and & Safety Policy and Procedures, and Provincial Occupational Health and Safety Act requirements;
- Responsible to be the liaison and/or resource to other department, recreation groups, community groups, and consultants to promote and further enhance the recreation and cultural opportunities within the community;

- Responsible to complete department reports, post mortems reports, budgets and monitor final accounting;

TRAINING AND EXPERIENCE REQUIREMENTS:

- Recreation, sport, event planning, administration programs or related experience;
- Events Coordination and Planning, or related experience;
- Diploma in Event Management, Recreation, or Community Services, or related field;
- Minimum 2 years' experience;
- Strong team leadership, supervisory and management skills;
- Understands financial reporting and management budgets;
- Able to prepare clear and concise reports;
- Effective public relations and public speaking skills;
- Standard First Aid / CPR
- Valid Alberta Class 5 Driver's License
- Communicate, correspond and interview effectively with media;
- Determine budget and work within those parameters;
- Experience in setting priorities, mediating disputes, solving problems and being resourceful under pressure;
- Long hours often are required particularly just before and during an event;
- Lift, carry, and manage equipment and supplies ;
- Must be prepared to deal with injuries and/or accidents as a result of the events / programs;

This is a terrific opportunity to work in a professional, team focused environment. You have a strong desire to build a team and be major contributor to the success of a vibrant and growing organization. If you are up to the challenge of taking ownership and wanting to make a difference, this is an ideal situation. We offer competitive rates and a supportive environment. If this position intrigues you, please submit your resume in confidence specifying which position you are applying for by May 31, 2018, to:

Town of Sylvan Lake

5012 – 48 Avenue, Sylvan Lake, AB T4S 1G6

Attention: Human Resources

F 403 887 3660 | dscott@sylvanlake.ca

