



Special Events Assistant – Heritage, Events & Theatre Operations (Job # 2022-053-IE)

Department: Leisure & Community Services
Status: Part Time, Permanent
Date Posted: September 13, 2022
Date Closing: **September 27, 2022**
Scheduled Hours/Shifts: Varied
Salary: \$17.82-\$20.05 per hour
Flexible Working Arrangements: Unavailable

Position Purpose:

The Heritage, Events & Theatre Operations team is accepting applications for a Special Events Assistant – Heritage, Events & Theatre Operations. This is a part-time position with the number of work hours dependent on Town events and facility rental bookings. Duties include assisting with the facilitation of events and rentals for The Whitchurch-Stouffville Museum, 19 on the Park, and Events team. Events including but not limited to Ribfest, The Patio Series, Antique & Classic Car Show, and private rentals such as weddings, anniversary parties etc.; incorporating the protection of the heritage buildings & safety of artifacts into rental facilitation; liaising with renters, hired service providers, and event attendees; ensuring a safe environment, including active supervision and monitoring of guests and equipment in accordance with departmental procedures; performing front of house duties, ticket sales, money handling, attending and participating in all staff activities (training, meetings) as required. Training for this position will start once the hiring process is complete; the workdays scheduled fluctuate and could be any day of the week, with schedule times dependent on rental booking hours, events schedule. May be required to work onsite for community outreach events. Weekly hours vary.

Qualifications and Requirements:

- Minimum of Ontario Secondary School Diploma (Grade 12). Pursuing further education in Hospitality and Tourism or Event Management an asset.
- Must be at least 19 years of age.
- Must be able to lift 30-50lbs.
- Demonstrated experience in event coordination and facilitation
- Excellent interpersonal skills, organizational skills, initiative and time management
- Superior problem-solving skills; ability to follow established site safety procedures
- Ability to deal courteously and effectively with the renters, guests, hired service providers, staff and members of the public
- Disciplined event management skills
- Standard First Aid Certification and Smart Serve Certification (can be completed after hiring)

How to apply:

Please forward your resume in confidence by **September 27, 2022 at 4:30 p.m.**, identifying **Job # 2022-053-IE** in the subject line to hr@townofws.ca.

Committed to diversity and a barrier-free environment: Whitchurch-Stouffville is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

As a result of the COVID-19 pandemic and in support of the Town's commitment to a healthy and safe workplace, the Town has a vaccination requirement for all employees. Successful candidates will be made an offer of employment on the condition of being fully vaccinated against COVID-19. Fully vaccinated is defined as having received all of the required doses of a Health Canada approved vaccine 14 days prior to your start date.

Successful candidates will be asked to provide proof of full vaccination. In the event that that a candidate is unable to be vaccinated as a result of a ground protected by applicable provincial human rights legislation, the Candidate may submit a written explanation of the ground and any supporting documentation to determine if they are exempt from this requirement.

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.