

Cultural and Rental Coordinator – Museum & Community Centre (Job # 2022-064-IE)

Department:	Leisure and Community Services
Status:	Full Time, Temporary
Date Posted:	May 9, 2022
Date Closing:	May 23, 2022 4:30 p.m.
Number of Positions:	1
Scheduled Hours/Shifts:	35 hours per week, 8:30 a.m. to 4:30 p.m., Monday to Friday
Salary:	\$57,456.91-\$69,916.06
Flexible Working Arrangement:	Hybrid Work Arrangement Available

Position Purpose:

Reporting to the Museum Supervisor/Curator, the Cultural and Rental Coordinator assists in the day to day operations of the site, with a focus on facility and special event rentals. Key responsibilities include revenue generation through facility and event rentals at the facility (or on the grounds of the facility) including initial customer contact, site viewing, contract preparation, event coordination and security (including event set up and breakdown) and training and scheduling of staff for rental events. Additional duties include coordinating the exterior maintenance of the grounds as related to rental events and ensuring that all information concerning rental events is coordinated with relevant Town staff (internal and external). This position is for up to 6 months.

Qualifications and Requirements:

- Minimum of three (3) years working knowledge and demonstrated experience in Event Planning or similar.
- Minimum of 2-3-year program Community College in Business or Event Planning or equivalent experience.
- Demonstrated experience in a facility bookings/reservations capacity including regular contact with the public and groups, and accounts payable/receivable/cash-handling procedures, preferably in a customer service environment; and experience in the operation/maintenance and troubleshooting of the Active Program Operating Computer System and database.
- Knowledge of basic marketing principles and graphic design to facilitate the promotion/advertising of the facility.
- Strong interpersonal skills with the ability to deal courteously and effectively with all levels of staff, volunteers, museum visitors, the general public and external agencies, projecting a positive image to the public
- Excellent organizational, interpersonal, communications, coordination, arithmetic and problem-solving skills
- Proficiency in Word, Excel, Outlook; experience with Power Point and graphic software.
- Ability to prioritize work and to work under pressure to meet deadlines.
- Class G Driver's License in good standing. Reliable vehicle to use on corporate business
- Availability to work evenings and weekends for meeting/event rentals as required

How to apply:

Please forward your resume in confidence by **May 23, 2022 at 4:30 p.m.**, identifying **Job # 2022-064-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.