



... a great place to live, work & play

One of the sunniest regions in BC's Lower Mainland, Delta embraces three unique communities - Ladner, North Delta and Tsawwassen. The City of Delta is looking for dedicated individuals to join our team and share in our commitment to lead the way in public service excellence.

SPECIAL EVENTS PROGRAMMER

We are currently seeking to fill a temporary full-time assignment for approximately one year. The City of Delta is looking for an energetic, self-starting Special Events Programmer to assist in planning, coordinating and implementing a variety of community special events. The Special Events Programmer prepares detailed plans and schedules; implements and monitors events; and gives guidance, instruction and direction to event staff and volunteers. They also coordinate information, input and involvement and work tasks; assist in grant proposals and funding arrangements; monitor budgets; promote interest and participation in events; and maintain liaison with a variety of internal and external contacts. We need someone who exercises considerable initiative and some independent action within the limits of departmental policy and procedures.

Responsibilities include but are not limited to:

- Plans, coordinates and implements annual or recurring community special events; arranges spaces for approved events; processes requisitions supplies, materials and equipment; resolves problems when arise; ensures for back-up resources as required; monitors event progress for scheduling modifications; and ensures equipment is returned.
- Coordinates information, input and involvement and work tasks for various municipal departments, organizations and co-sponsors; prepares detailed plans; identifies roles for participants; arranges site communications, traffic control, and public safety requirements; schedules various facets of event set up and take down tasks; and processes contracts and agreements with entertainers, contractors and suppliers.
- Gives guidance, instruction and direction to event staff and volunteers; assists with the recruitment and orientation of auxiliary staff and volunteers for the events; and assigns, checks and evaluates the work.
- Follows up on funding arrangements with corporate sponsors; assists in preparing proposals for government and grant funding; monitors event budgets; identifies potential overruns; and recommends resolution or refers problems to a superior when appropriate.
- Assists in the development of a community events strategy; assists in preparing estimates for the annual budget; and recommends policies and procedures for the implementation of special events as appropriate.
- Performs related work as required.

As the Special Events Programmer, you must be comfortable supervising the work of staff and volunteers and providing direction to contractors. You must also have an ability to communicate effectively, orally and in writing, and to prepare reports, correspondence and promotional materials related to the work. Having a certificate or diploma in public relations, community recreation or a related discipline plus sound related experience in event coordination and some supervisory experience, or an equivalent combination of training and experience would be a strong asset.

The successful candidate will be available to work a non-standard work week including evenings and weekends and must hold a valid Class 5 British Columbia Driver's Licence.

The City of Delta provides a competitive hourly wage of \$32.92 - \$38.75 (commensurate with experience); and an excellent benefits package. Interested applicants are requested to apply online at www.delta.ca/employment, to competition number **24-112 EX** by April 17, 2024.

We thank all applicants for their interest; only those under consideration will be contacted.

Copies of relevant professional certificates, degrees, or tickets must be submitted with your application.

Preferred candidates will be required to submit a Police Information Check.