

EVENT SERVICES COORDINATOR

Position ID: J0624-0354

Job Type: Full Time

Department: Bert Church Theatre

Number Of Positions: 1

Min Salary: \$62,404.00/Year

Max Salary: \$78,006.00/Year

Closing date: July 19, 2024

As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

The Opportunity:

The Event Services Coordinator will lead the development and implementation of City of Airdrie Signature Events and Special Event Permitting to assist with external events organizers to plan and produce safe and successful community events in the public domain. This position will be responsible to develop performance measures to ensure Signature Events and Culture & Event Services program offerings meet Council's objectives.

Responsibilities include:

- Develop and carry out the special event process by aiding event organizers to obtain permits as a single point of contact
- Implement four City-led events (AirdrieFEST, Canada Day and NYE Fireworks, Cabin Fever); coordinate event site, permit and ERP requirements for CPKC Holiday Train, Santa Claus and Canada Day Parade; coordinate public awareness campaign for seasonal community events
- Research vendors and entertainment to accommodate the quality and budget associated with municipal events
- Key contact liaison between external clients and internal departments to understand and deliver the requirements for each event including collaboration regarding event marketing and communication plans
- Manage all event operations to comply with safety policies, procedures, and all relevant health & safety legislation as it relates to operations and ensures that all tasks are completed safely using City safety guidelines
- Responsible for the execution of City of Airdrie Special Events, including planning, implementation, evaluation, and reporting
- Conduct post-event evaluations including participation from identified partners
- Administer agreements with event organizers while ensuring adherence to guidelines and applicable laws and regulations
- Administer and coordinate the process for all funding applications to support Council's focus area for four season events

You Bring:

- Post-secondary education or certification in Business Administration, Project Management, Event Planning and/or Hospitality required
- Standard First Aid – Level C CPR and AED certificate is required
- Minimum of 5 years of experience in event management
- Passion for arts, culture, heritage and the community
- Demonstrated competencies in project management, excellent time management and organizational skills
- Ability to work independently
- Highly self-motivated and self-directed with excellent problem-solving skills
- Strong customer service focus
- Enthusiastic and positive
- Excellent communication and presentation skills
- The ability to work effectively with a wide range of people and community groups
- The ability to pay close attention to details
- The ability to work well under pressure and make responsible decisions quickly

We Offer:

Along with a competitive compensation program and City paid health and dental premiums, this position also includes:

- Excellent health, dental, paramedical and benefits plan
- First-in-class pension plan
- Career development and tuition reimbursement
- Employee discounts, annual adult Genesis Place pass, social events and health & wellness initiatives

Continuous learning through training and development is encouraged as are flexible work arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and appreciated for their efforts and our overall benefits package reflects that.

Additional Information:

This full time (40 hours per week) position includes a comprehensive benefits and pension package.

This position may require after hours and weekend work.

Next Steps:

Candidates are invited to apply online at www.airdrie.ca

Postings close at 9 p.m. on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.

Please review the job competition carefully and be sure to attach any specifically requested documentation in the My Documents section of your application.

Interviewing and hiring may commence prior to the posted closing date.

Thank you for your interest in the City of Airdrie.