



The Town of Newmarket, Recreation & Culture Services
Requires a **Special Events Lead**
Contract 16 months (35 hours per week)

About Newmarket

The growing community of Newmarket is home to 90,000 people and located 40 minutes north of Toronto, in York Region. As one of the most densely populated communities in Ontario, Newmarket may be small in area, but BIG things are happening there. From the transformation of a community landmark, the Mulock Property, into Newmarket's very own Central Park to the renewal of the urban corridors to make them even more eclectic, vibrant, livable, and lovable – the Town of Newmarket is always looking forward.

We offer and value flexibility to support work/life balance and wellbeing, including flextime, compressed workweeks, and hybrid work. As we move forward, Newmarket is committed to evolving, growing, and trying new approaches, all while creating an environment for extraordinary public service.

Who are we looking for?

Reporting through the Manager, Marketing, Sponsorship & Special Events, and under the day-to-day direction of the Recreation Programmer – Special Events, the Special Events Lead is responsible for assisting the Recreation Programmer – Special Events with the planning, administration, day to day operations and on-site execution of the Special Events portfolio including the safety and supervision of events in various facilities and parks. The Special Events Lead is responsible for ensuring all event planning project management deliverables are signed off by Recreation Programmer – Special Events and for overseeing on site execution and on-site supervision of Casual/Seasonal/Sessional Special Events staff and volunteers as well as providing exceptional customer service in a Special Events setting. The Special Events Lead will provide support to the Recreation Programmer – Special Events in both project management, administration, and on-site event logistics as well as the point of contact at specific events as assigned.

How do you qualify?

- Post secondary Diploma in recreation field or equivalent combined with progressive work experience in Special Events planning, execution and logistics or an equivalent combination of education and experience.
- Working knowledge of the legislation that govern special events including, but not limited to Occupational Health and Safety legislation, Alcohol and Gaming Commission, Liquor Control Board, Public Health Act, Corporate Standards bylaw, Municipal Alcohol Policy and Freedom of Information and Privacy Act.
- Working knowledge of Parks and Recreation Ontario (PRO), Festivals and Events Ontario, Chamber of Commerce, Provincial Sport Organizations (PSO), National Sport Organizations (NSO), and Central Counties Tourism.
- Demonstrated experience in community event planning and administration models and best practices, municipal recreation and culture program/service delivery.
- Demonstrated effective learning capabilities and growing leadership in planning/programming/event execution to the supervisory level.
- Excellent customer service skills with an ability to maintain composure regardless of the demands of the environment.
- Experience in assisting with data gathering and information to assist Recreation Programming – Special Events with writing concise reports and presentation of oral submissions.
- Excellent interpersonal, public relations, organizational and supervisory/leadership skills.
- Strong verbal and written communication and presentation skills.
- Working knowledge of various computer systems related to report preparation, spreadsheet applications, registration systems, contract reviews for vendors, suppliers,

talent bookings, legal documents, financial reconciliation, scheduling systems, and Microsoft Office.

- Demonstrated knowledge of budgeting and monitoring.
- Working knowledge of applicable legislation, bylaws, legal proceedings and the ability to interpret legislation such as Accessibility for Ontarians with Disabilities Act (AODA), Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Occupational Health and Safety Act and the Employment Standards Act.
- Current certification in Standard First Aid and CPR-C.
- Class G Driver's License in good standing and a reliable vehicle to use on corporate business.
- Due to the nature of the contacts of this position a Police Vulnerable Sector Check satisfactory to the Town is required.
- Availability/flexibility to attend, work, and organize evening/weekend meetings and events.

Salary: \$35.50 - \$43.50 per hour

How do you apply?

Please apply online at www.newmarket.ca by 5:00 p.m. on **September 16, 2024**, quoting the file number **24-182**.

The Town of Newmarket is committed to accommodate all applicants in accordance with the Ontario Human Rights Code for all employment activities including the recruitment process. Please no phone calls.