

Special Events Assistant (Job # 2024-065-IE)

Department:	Community Services
Status:	Part Time, Temporary (up to 12 months)
Date Posted:	August 28, 2024
Date Closing:	September 11, 2024, 4:30 p.m.
Number of Positions:	2
Scheduled Hours/Shifts:	Varied
Salary:	\$18.90 - \$21.26 per hour

WHY Stouffville:

Working for the Town of Stouffville means being a part of one of HRD Canada's Best Places to Work. Here, we foster a sense of belonging as a tightknit workforce. The Town is dedicated to supporting employees by offering competitive wages, opportunity to participate in OMERS pension plan, flexible schedules, complementary gym membership and access to our employee discount program.

Allow your resume to stand out with experience working within a local government organization, while working within your community. Those joining the Town's Heritage and Theatre Operations team will have an opportunity to work amongst a dynamic group of peers in a positive work environment.

We are committed to being an equal opportunity employer, supportive of 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.

Position Purpose:

The Heritage, Events & Theatre Operations team is accepting applications for the Special Events Assistant role. 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:

- 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 11, 2024, at 4:00 p.m.**, identifying **Job # 2024-065-IE** in the subject line to hr@townofws.ca.

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