



VISION:

A city that inspires

MISSION:

Working together to enhance the quality of life for all residents

VALUES:

Sustainability,
Inclusivity, Innovation,
Accountability,
Excellence,
Bilingualism

COORDINATOR, SALES AND EVENTS

RECREATION, CULTURE AND EVENTS – Job #P1279e

CLOSING DATE: NOON – NOVEMBER 15, 2024

JOB SUMMARY:

This position is responsible for the coordination of venue sales and events taking place at facilities within the Venues division. This includes, but is not limited to, the Moncton Coliseum Complex, the Magnetic Hill Concert Site, the Stade Moncton 2010 Stadium and the Moncton Market. This position is also responsible for the efficient coordination of all operational elements for City-owned venues.

This position reports to the Director of Venues and Events.

APPLYING FOR THIS POSITION:

The City of Moncton is an equal opportunity employer. Applicants must submit their application through an online system that can be found at www.moncton.ca/careers. We thank all applicants for their interest; however, only those invited for interviews will be contacted.

For more information, please contact the Human Resources Department at 506-877-7707 or visit www.moncton.ca/careers for information on the hiring and application process at the City of Moncton.

WORKING AT THE CITY OF MONCTON:

Moncton is a vibrant and culturally rich community. It is the first officially bilingual city in Canada, as well as one of the best places in Canada to do business. Moncton is also known as the economic, sports, tourism and entertainment hub of Atlantic Canada. City of Moncton employees strive to maintain the city's reputation as one of the best places in Canada to live, study, work and play.

This position is a unionized position. The City of Moncton offers an attractive salary and benefits package in accordance to the City Hall Employees Association / PSAC Local 60200 Collective Agreement.

[CHEA Collective Agreement](#)

[City of Moncton Salary and Wage Scale](#)

EDUCATION:

- High School graduate or equivalency
- Must have a Bachelor's Degree in the field of Business Administration or Public Relations/Marketing

EXPERIENCE:

- Must have a minimum of three (3) years' experience in the area of special events, event management, and/or marketing and communications.
- Must possess experience in the area of venue coordination or equivalent, including liaising with event promoters on venue logistics and contract negotiation

LANGUAGE:

- Ability to communicate effectively in both languages (oral; English and French). Must meet INTERMEDIATE+ (2+) Level as per the Province of New Brunswick Linguistic Standards in both languages as a minimum requirement.

KNOWLEDGE, SKILLS AND ABILITIES:

- The candidate must be results oriented and decisive individual
- Must have the ability to work under tight deadlines while maintaining an eye for details and sensitivity to political or quality related issues that may affect the client.
- The candidate must possess the ability to negotiate with stakeholders and event promoters.
- The candidate must possess excellent written and speaking skills.
- Must have a solid knowledge of the trade show and event industry in general, the various market segments that make up the industry and have a strong knowledge of the regional industry and its players.
- Must understand and be able to function in a sales environment, be well organized in documentation and event planning, have the ability to work under tight deadlines, have an eye for detail and be responsive to issues that affect the industry.
- The applicant must be able to demonstrate proficiency in proposal writing, sales techniques and public presentations.
- Must have a demonstrated understanding relative to development of efficient information distribution systems, project management, and scheduling.
- Must have demonstrated proficiency in computer applications (Microsoft Word, PowerPoint, and Excel) and other digital programs (i.e.: Event Business Management Systems). Must be competent in web-based applications and content management systems.

- This position must display a high degree of personal initiative, judgment, tact and diplomacy while representing the City of Moncton.
- Position should be able to function with minimal direct supervision; therefore, the individual must be a self-starter and able to demonstrate a high degree of responsibility.

OTHER:

- Must possess and maintain a valid Class 5 New Brunswick Driver's License.

CONTACT:

- Serves as key point of contact for the City of Moncton to influence and persuade potential clients to choose a City-owned venue for their event location.
- Responsible for research, cold calling potential clients, and attending trade and business development events.
- General Public/Community Contacts - related to relaying information pertaining to events and venues.
- Event promoters, public relations staff, event media - must be able to respond to requests for information and extrapolate event information from them and for them under extensive time constraints.
- Suppliers - must have a strong network and ability to resource equipment, materials and personnel to facilitate co-op marketing and / or sponsorship.
- Government - must be comfortable in liaising with the senior levels of government relative to co-op advertising programs, placement of Moncton materials and negotiations of partnership opportunities, including regional participation for large-scale events.

SUPERVISION:

- This position will be responsible for developing and facilitating special projects for the Venues division.
- This position has no full-time staff reporting to them

CONDITIONS OF WORK:

- The role of this position is such that the incumbent cannot operate within the confines of a traditional workweek. The base workweek is 40 hours, with compensation for overtime as outlined in the CHEA/PSAC Local 60200 Collective Agreement.
- This position will require variable working hours including evenings and weekends based on event requirements and sales opportunities. Majority of events take place on weekends and after hours.
- This position may require some travel requiring periodic extended absences.
- All employees must comply with Council and Corporate adopted policies. (e.g. Attendance Management, Respectful Workplace and Health and Safety.
- Hours of work will be as per the City of Moncton CHEA/PSAC Local 60200 Collective Agreement.