



Career Opportunity – Internal/External Posting

Special Events Project Manager Legislative Services

Position Summary:

Reporting to Manager of Legislative Services/Clerk, the Special Events Project Manager will support the development of festivals and the successful delivery of large-scale special events in the Municipality. This position is responsible for planning, coordination and execution of municipal special events, festivals, and community engagement initiatives. This role ensures that all events align with municipal policies, budgets, and community goals while fostering positive relationships with stakeholders, vendors, and local organizations.

Key Responsibilities:

- Receive and review external special event applications.
- Coordinate large-scale municipally organized special events and festivals and support the organization of third-party events.
- Administer the municipal special events process and booking policy for municipal facilities.
- Assist with the implementation of the activity schedule for special events.
- Provide regular and timely communication of program and event schedules to internal and external stakeholders, providing accurate, real-time updates.
- Liaise with regional tourism partners and local community interest groups and leagues.
- Prepare, maintain, and deliver a toolkit of resources for third-party special events organizers.
- Lead the development, planning, and delivery of municipal special events, including festivals, cultural celebrations, and civic ceremonies.
- Develop detailed project plans, timelines, and budgets for events; track progress and ensure successful execution within scope.
- Foster relationships with local businesses, sponsors, volunteers, and community groups to support and enhance event experiences.
- Serve as the on-site lead during major special events.
- Assist with enhanced programming such as opening and closing procedures, service delivery, and coordination of property, equipment, and facility use.
- Oversee event setup and takedown, as well as ongoing event monitoring to ensure compliance with relevant by-laws, regulations, health and safety and accessibility requirements.
- Proactively engage with potential event organizers to promote and attract special events to Leamington.

- Liaise and coordinate with internal departments, municipal council, regulatory bodies, and external partners to ensure events comply with municipal policies and provincial regulations.
- Prepare and manage event budgets, secure funding through sponsorships and available grant programs, and ensure cost-effective resource allocation.
- Collaborate with the communications team to develop promotional materials, social media campaigns, and outreach strategies.
- Conduct debrief meetings, gather feedback, and provide recommendations for future event improvements.
- Collect and analyze visitor data to improve tourism support initiatives.
- Comply with applicable provincial and municipal legislation including the Municipal Freedom of Information and Protection of Privacy Act, and the Municipality's Records and Information Management Program.
- Comply with the Occupational Health and Safety Act, applicable regulations, and the Municipality's Health and Safety Program.
- Other duties as assigned.

Qualifications, Knowledge, and Skills:

- Must have a university degree or college diploma in event management, public relations, business administration, recreation, or a related field.
- Event Planning Certificate, Project Management Professional Certificate (PMP) or related training in tourism and hospitality is considered as asset.
- Must possess and maintain a valid Ontario Class 'G' Driver's Licence.
- Must have four years' experience in event planning, project management, or a related field.
- Must be knowledgeable with municipal policies, event permitting processes and public safety and accessibility regulations.
- Must have strong project management, organizational, and leadership skills with the ability to multitask in a fast-paced environment.
- Must have experience demonstrating effective interpersonal, conflict resolution skills, with diplomacy and tact.
- Must have experience demonstrating effective written and verbal communication skills as well as presentations and public speaking skills.
- Must have demonstrated experience working in a collaborative and dynamic environment.
- Must be able to work in all weather conditions and occasionally lift up to 15 kg for event setup and takedown.
- Must have knowledge of current trends and practices in festivals and special events.
- Knowledge of the various demands required for special events including electrical, water, sanitation, waste collection, etc.
- Must be proficient in computer applications in a Microsoft Window environment.

Hours of Work and Working Conditions:

This position is employed for 35 hours per week. The work schedule will vary; evening, weekend, and holiday hours will be regularly required. Some travel is required to facilities and event sites.

Employee Group:

Non-union

Salary Range:

\$82,540.71 to \$96,560.95 (2025 Rates)

Closing Date:

Applications must be received by 11:59 PM, Sunday, March 30, 2025.

How to Apply:

Interested candidates must apply online through our website, leamington.ca/careers.

We thank all applicants; however, we will contact only those selected for an interview. Selected applicants will be subject to an interview process and skills testing to determine eligibility.

We are pleased to accommodate any individual needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation throughout the hiring process, please contact Human Resources at 519-326-5761 ext. 1112 to make your needs known in advance.

Personal information on this form is collected under the authority of the Municipal Act, 2001, R.S.O. c45 and will be used to determine eligibility for employment. Questions about the collection of this information can be directed to the Manager of Legislative Services/Clerk, Municipality of Leamington, 111 Erie Street North, Leamington, Ontario, N8H 2Z9, Telephone: 519-326-5761