

EVENT HOSTS

Casual

Prince George Events Group / Civic Facilities & Events

Use Your High Energy to help Make a Variety of Events Successful

About our community:

Boasting a high quality of life and standard of living, Prince George has all the amenities of a large city mixed with the friendliness and appeal of a smaller community. It is a regional centre for close to 326,000 people for shopping, education, health care, the arts, and sports. Prince George's central location in the province offers work/life balance with unparalleled access to four-season outdoor recreation activities that are complemented by a full range of urban amenities and a comprehensive transportation infrastructure that connects residents, businesses, resources, and agricultural products to markets around the world. And it is only a short drive to almost anywhere in Prince George – spend less time commuting and more time doing what matters most to you! Discover all these opportunities and more!

About our organization:

The City of Prince George is committed to ensuring a positive, well-balanced work environment for its employees. With opportunities for employee training, wellness programs and professional development the City of Prince George offers a safe and supportive workplace in which to serve our community.

About the opportunity:

Working as part of the Prince George Events Group your role will be to assist the facility's clients with a variety of on-site event needs. You will also be responsible for administrative tasks such as filing, preparing reports, and utilizing the facility's computerized reservation system. The hours are flexible and varied involving morning, afternoon, evening, and weekend shifts to provide customer service excellence for a diverse range of events.

About your background:

You hold a Grade 12 diploma and ideally have completed college level courses in hospitality, tourism, or marketing. Along with a minimum of two years' experience in the hospitality or tourism industry, you have some understanding of event logistics and can interact professionally and effectively with a wide range of clients. You consider yourself a proactive team player and round out your qualifications with strong computer skills. **As a condition of employment, you must be able to obtain and maintain a clear Police Information Check for offenses related to the position.**

Why You Will Love Working for our Prince George Events Group team at the City of Prince George:

- Work with a professional team dedicated to delivering successful events!
- Enjoy a competitive wage of \$27.78 per hour plus 12% in lieu of benefits.

If you are interested in joining our team, please apply by July 2, 2026 to:

<http://princegeorgejobs.prevueaps.ca/jobs/>

Want to know more about this exciting career?

Please refer to the job description on our website for more details!

Want to know more about living and working in Prince George?

Please visit: [Move Up Prince George / City of Prince George](#)

The City of Prince George thanks all those who apply, however only those selected for an interview will be contacted.