



Special Events and Festivals Programmer

Department
Community Services

Vacancy
Existing

Employee Group
Non-Union

Position Type
Permanent Full Time

Join Us at the Town of Pelham!

The Town of Pelham is a vibrant and welcoming community dedicated to creating opportunities for current and future generations. We are proud to be part of the Niagara Region, known for its natural beauty, strong sense of community, and commitment to sustainability and growth.

Pelham is part of the Dish with One Spoon wampum, a treaty that guides a commitment to principles reflecting respect for our shared environment and responsibility to one another:

- Taking only what we need
- Leaving some for others
- Keeping our community clean and thriving

Pelham is home to approximately 19,000 residents and continues to grow while maintaining its small-town charm and high quality of life. The Town's 2022-2026 Strategic Plan prioritizes responsible growth and development, environmental stewardship, and building a resilient, future-ready organization. The mission is to create an active and sustainable community while promoting an exceptional quality of life, valuing its people, their experiences and the environment. Join the team and help make a meaningful difference in Pelham!

The Opportunity

Reporting to the Supervisor of Recreational Programming, the Special Events and Festivals Programmer is responsible for creating, developing, coordinating, and delivering the Town's special events and festivals. This position collaborates with all stakeholders, internal and external, to ensure the delivery of exceptional events and festivals that enrich the community and align with Council's strategic plan.

About You

What You Will Do

- Create, plan, implement and evaluate various Town events and festivals including Family Day, the annual Easter Egg Hunt, Summerfest, the Volunteer Appreciation Night, the Santa Claus Parade and the Winterfest market.
- Participate as a staff representative on the Summerfest Committee
- Establish and monitor budgets for special events and festivals. Research and analyze events well in advance in order to make budgetary recommendations
- Maintain supplies, equipment and materials and ensure all logistical needs are ordered or in place; advise Director in advance of equipment and supply needs

- Oversee the coordination of all stakeholders including other Town departments, community groups and volunteers in the delivery of events and festivals
- Respond to enquiries from vendors, participants, sponsors and other stakeholders
- Secure Council approvals as needed (i.e. road closures)
- Prepare reports at the end of the event or festival outlining specific details including number of attendees, costs and revenue, and recommendations for improvements
- Prepare SOP applications including all necessary documentation, notices and diagrams
- Assist with grant applications and implementation related to festivals and events
- Liaise with community groups and associations; ongoing communication and interaction with external and internal customers to maintain the highest level of customer service
- Enforce Town policies and procedures for staff, instructors, volunteers and contracted facility renters for events and festivals
- Partner with the Niagara Regional Economic Development Officer on local tourism opportunities and the promotion of local businesses
- Review external event applications and develop yearly event listings
- Provide back-up to the Cultural Enhancement Programmer as needed
- Other related duties as assigned

What We Are Looking For

Before reviewing the qualifications listed below, we want you to know that we understand you may not meet all the qualifications described. We do still encourage you to apply as you may have other relevant expertise and experience to bring to the role

- You may be hesitant to apply if you do not have every qualification listed below. While specific qualifications are important for certain roles, we invite individuals from diverse backgrounds and varying levels of experience and education to apply. We will evaluate your suitability for the role.
- Post-secondary diploma in Recreation and Leisure Studies, Event Management, or related field
- 3 years of experience in a similar role
- Smart Serve Certification
- Food Handler Certification
- Excellent communication (written, verbal and interpersonal) skills as well as strong presentation skills
- Strong organizational skills and attention to detail
- Valid G Class driver's license

What's In It For You

- A competitive salary ranging between **\$67,895 to \$79,428** with a 35-hour work week (primarily 8:30am to 4:30pm Monday to Friday). Work outside of normally scheduled hours to support events is required.
 - Fully paid, comprehensive group benefits including an annual \$500 Healthcare Spending Account and participation in the OMERS pension plan
 - Professional development training opportunities
 - A supportive and collaborative work environment
- A commitment to creating a diverse, equitable and inclusive culture that promotes a sense of belonging and represents and reflects the needs of the community we serve.

Summary

- Pay Rate: \$67,895 to \$79,428
- Vacancy: Existing
- Department: Community Services
- Position Type: Permanent Full-Time
- Employee Group: Non-Union

- Work Location: On-site
- Hours of Work: 35
- Number of Openings: 1
- Posted Date: September 1, 2026
- Application Deadline: Tuesday, September 15, 2026, by 4:30pm

Applications are available online at <https://www.pelham.ca/careers> and must be submitted **by 4:30pm on Tuesday, September 15, 2026.**

The Town of Pelham is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. In accordance with the *Accessibility for Ontarians with Disabilities Act*, if you require this document or any additional documents in an alternative format, please contact Town Hall at 905-892-2607, ext. 315. Should you require any special accommodations to apply for a position or interview for a position with the Town of Pelham, we will endeavor to make such accommodations.

The Town of Pelham does not use artificial intelligence to screen, assess or select applications in the recruitment process.

We thank each applicant for taking the time and effort to submit their resume, however, only candidates to be interviewed will be contacted.

In accordance with the *Municipal Freedom of Information & Protection of Privacy Act*, all information is collected under the authority of the *Municipal Act, 2001*, and will only be used during the selection process for the subject posting.