

EVENT COORDINATOR

January 2023

Term:

May 1, 2023 – October 20, 2023 – Full time hours
Possibility of casual hours past October 20, 2023 if agreed.

This position will include working most weekends mid-May – September.

Goals:

To oversee the planning and execution of multiple events at the International Peace Garden.

Summary:

This position will finalize the details and execution of multiple events and weddings over the season at the International Peace Garden. This position is hired by the Visitor Services Manager in consultations with the Finance Controller.

Responsibilities:

- 1) Work with Visitor Services Manager to finalize the planning and execution of the events and weddings occurring in 2023
 - a. Planning event details and all aspects including layout, reception, staff needs, dining, tickets, guests
 - b. Managing the events and addressing potential problems that may arise
 - c. Planning for potential scenarios that may impact the integrity of the event
 - d. Ensuring event details are all complete prior to the event occurring
- 2) Understand the requirements of the different events and weddings at the Garden
- 3) Develop a list of business resources in the surrounding area that clients can utilize for additional services and supplies that may not be available on-site
- 4) Identify, develop and edit current and future promotional material for events at the Garden and ensure that all material follows the Peace Garden brand
- 5) Work with all departments to ensure that staff and equipment requirements are clear to all in advance of events (ex. Grounds, Buildings, Marketing, Café, etc)
- 6) Responsible to familiarize yourself with US and CDN laws/regulations regarding venues (liquor license, capacity, health regulations, etc)
- 7) Collect payments according to contracts, ensure Finance Controller has documents to pay vendors
- 8) On partnership with the Visitor Services Manager, create financial reports and ensure events remain within or below budget
- 9) Review events and make recommendations as needed for current and future events
- 10) Other duties as assigned

Qualifications:

- 1) Event Coordination certificate or higher; and/or suitable combination of education and experience with event coordination
- 2) Customer service experience
- 3) Experience supervising staff and/or volunteers
- 4) Experience using Microsoft Office, Canva and other computer programs
- 5) Experience collecting payments by cash, cheque or debit machines
- 6) Attention to detail
- 7) Ability to work as part of a team
- 8) Have strong interpersonal communication skills, and attention to detail
- 9) Ability to work effectively under high pressure, high expectations and remain calm

Working Conditions and Physical Effort

- 1) Moderate physical activity. Requires handling of average weight objects up to 25 pounds. Ability to stand and/or walk for more than four (4) hours per day
- 2) Limited exposure to physical risk
- 3) Work is normally performed in a typical interior/office work environment

Reports to:

Visitor Services Manager