



Position: Event Planner – Summer position at The Niagara Pumphouse Arts Centre
Terms: Full-time contract (30 hours/week; 8-10 weeks) Anticipated Start Date: June, 2019.
\$15.50/per hour. Must be available to work weekends.

Job Description

The **Event Planner** (1 position) will gain supervised summer work experience in event planning related to our 25th anniversary programming, annual events and community outreach events.

Tasks and Responsibilities

- Event planning including organization, co-ordination of exhibitions and special events
- Responsible for meeting with organizing committees to plan scope and format of events, to monitor budgets and to review administrative procedures and progress of events.
- Co-ordinate services for events, such as accommodation and transportation for participants, facilities, catering, signage, displays, audio-visual equipment, printing, parking and security
- Organize registration of participants, prepare programs and promotional material, and publicize events
- Plan entertainment and social gatherings for participants
- Recruit, train and supervise support volunteers required for events
- Ensure compliance with required by-laws
- Occasionally act as Gallery Attendant, responsible for overseeing gallery, greeting visitors, tours and administrative duties.
- Knowledgeable about the services the Arts Centre offers the community and familiar with current and upcoming exhibition, programs and events

Qualifications

- Currently studying or equivalent experience in: Hospitality/Tourism
- Strong organizational and multi-tasking skills
- Excellent communication and customer service skills are required
- Some experience working with children and youth is an asset
- Vulnerable Sector Screening will be required

Canada Summer Jobs Eligibility: youth must be: (a) between 15 and 30 years of age (inclusive) at the start of employment; (b) a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*** for the duration of employment; and (c) have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

*International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.

Send resume and cover letter in one document by **May 24, 2019** to:

The Niagara Pumphouse Arts Centre, 247 Ricardo Street, P.O. Box 676 Niagara-on-the-Lake, ON L0S 1J0

Email: office@niagarapumphouse.ca

Please include your name and the job title in the subject of your email

The Niagara Pumphouse Arts Centre is a not-for-profit community-based organization that supports and advances lifelong learning opportunities in the arts through our school and galleries, emphasizing community involvement and collaboration. Our mission is to engage, enrich and celebrate our diverse and growing population through the visual arts.

www.niagarapumphouse.ca