

**CITY OF CORNER BROOK
EMPLOYMENT OPPORTUNITY**

Events Coordinator Civic Centre (Full Time/Permanent)

The City of Corner Brook is presently accepting applications for the position of **Events Coordinator**.

DUTIES: The Events Coordinator will oversee the coordination of events including conferences, seminars, dinners, and training. Assist with the design/creation of a marketing strategy for the Civic Centre. Design/create and market sponsorship packages for the Civic Centre. Assist in the selling of space for digital signage. Liaise with all levels of cliental (ie. promoters, individuals, groups, representatives etc) regarding matters related to the use of building space and/or resources. Negotiate terms of usage for building clients (expect for major events) regarding what resources will be made available to the client. Ensure that a signed contract is in place prior to the event taking place. Work closely with the Building Supervisor and the Civic Centre Manager to ensure that the requirements of the client are met in an acceptable manner and time frame. Maintain a database of vendors and service providers (ie, caterers, decorators, hotel contacts, transportation companies, entertainment etc) in the Corner Brook area that can be made available to prospective cliental. Ensure that all promotional material (ie floor space available, rental rates, resources available, etc.) is current, accurate and made easily available to interested persons, groups and promoters. Coordinate all promotional material of the Civic Centre regarding the services, space and resource available for usage. Coordinate the use of multiple areas of the building between multiple users. Research and recommend reasonable and competitive rental rates for building space and resources. Determine parameters, policies and procedures of event plans. Attend trade and promotional events as directed for the purpose of promoting the use of the Civic Centre. Assisting the General Manager with Business Development and building relationships with potential clients. Follow up and evaluation with clients after events to ensure satisfaction and/or address any unresolved matters (ie damage deposits/claims, final payment, extra costs etc). Produce reports on events which include obstacles and opportunities encountered. Maintain a flexible working schedule, working nights and weekends as required. The successful applicant may be required to participate in media requests, including television and/or radio interviews and other related duties and responsibilities as assigned.

QUALIFICATIONS: Candidates for this position must possess a degree in Business, Marketing, Public Relations or related field supplemented with a minimum of two years of supervisory work experience in events coordination and/or promotion. An equivalent combination of education and experience may be considered. This position must have strong communication skills, both verbal and written and be well versed in the use of various computer software packages such as Excel, Word, Cad, and Outlook. An aptitude for audiovisual troubleshooting is considered an asset. This individual must be able to provide a clean certificate of conduct, a vulnerable sector screening, and have a valid NL Class 05 driver's license.

SALARY: \$ 45,138.24 - \$60,185.58
CLASSIFICATION: Non-Union
CLOSING DATE: The competition will remain open until a suitable candidate is found.
COMPETITION NO: 2019-05

Please submit résumés **giving complete details of qualifications** to: Human Resources Office, City of Corner Brook, P.O. Box 1080, Corner Brook, NL, A2H 6E1; e-mail hr@cornerbrook.com

*The City of Corner Brook thanks all applicants for their interest; however,
only those selected for an interview will be contacted.*