



EMPLOYMENT OPPORTUNITY

The Town of Pelham Recreation, Culture and Wellness Department is now accepting applications for the following position:

Special Events and Festivals Programmer (Temporary 18 Month Contract)

The Special Events and Festivals Programmer is responsible for creating, developing, coordinating, and delivering comprehensive recreation, culture and wellness 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.

Duties Include:

- Create, plan, implement and evaluate various Town events and festivals including Family Day, the annual Easter Egg Hunt, the Canada Day Parade, Summerfest, the Volunteer Appreciation Night, the Santa Claus Parade and Christmas 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
- Provide back-up to the Cultural Enhancement Programmer as needed
- Other duties as assigned

The successful candidate will possess the following:

- Post-secondary education in Recreation and Leisure Studies, Event Management, or related field
- 3 years of experience in a similar role
- Smart Serve 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

Salary: \$61,983 – 72,511 (35 hours per week).

Resumes must be submitted directly to Brianna Langohr, Manager of People Services by 9:00 am on **Monday, September 25, 2023.**

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 our office at 905-892-2607, ext. 345. Should you require any special accommodations in order to apply for a position or interview for a position with the Town of Pelham, we will endeavor to make such accommodations.

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.