



## EMPLOYMENT OPPORTUNITY

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

### **Special Events and Festivals Programmer**

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.

#### **What You Will Do:**

- 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
- Review external event applications and develop yearly event listings
- Act as a liaison for third-party events, supporting event organizers through the event process
- Act as a key member of the Special Events Review Team (S.E.R.T.), providing third-party event updates to internal and external stakeholders on a quarterly basis and communicating directly with the event organizer any requirements and recommendations from the Special Events Review Team (S.E.R.T.).

- Provide back-up to the Cultural Enhancement Programmer as needed
- Other related duties as assigned

### **What We're Looking For:**

- 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 **\$65,917 to \$77,114** with a 35-hour work week (8:30am to 4:30pm Monday to Friday). Work outside of normally scheduled hours to support events is required.
- A flexible and supportive work environment as well as professional development training opportunities
- 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

Resumes must be submitted directly to the Manager of People Services at [hr@pelham.ca](mailto:hr@pelham.ca) by 9:00 am on **Thursday, May 29, 2025.**

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 selected for an interview 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.