**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** with the Department of Recreation, specifically, the Civic Centre.

**DUTIES:**  The Events Coordinator will oversee the coordination of events, conduct market research, manage promotional materials, and work within a strategic framework to achieve goals for business development.

The Civic Centre hosts a variety events including conferences, seminars, meetings, graduations, and banquets. The Events Coordinator will act as the primary point of contact for all events and liaise with all levels of cliental regarding matters related to the use of building space and resources. This position will work closely with the Building Supervisor and the Civic Centre General Manager to ensure that the requirements of the client are met in an acceptable manner and time frame. This position will also conduct market research while maintaining a database of vendors and service providers in the Corner Brook area that can be made available to prospective cliental. Ensure that all promotional material is current, accurate and made easily available to interested persons, groups and promoters. Research and recommend reasonable and competitive rental rates for building space and resources. Participate in the determination of 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, building relationships with potential clients and preparation of bid documents. Follow up with clients after events to ensure satisfaction. 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. Social media and audio-visual skills are considered to be an asset.

**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: $ 57,401.50 - $76,538.00**

**CLASSIFICATION: Non-Union**

**CLOSING DATE: The competition will remain open until a suitable candidate is**

**found.**

**COMPETITION NO: 2023-11**

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 [careers@cornerbrook.com](mailto:hr@cornerbrook.com)

***The City of Corner Brook thanks all applicants for their interest; however,***

***only those selected for an interview will be contacted.***