



TOWN OF WASAGA BEACH JOB POSTING

Special Events Programmer (2 year contract: June 2019 – June 2021)

The Town of Wasaga Beach is seeking an energetic and self-motivated individual to perform the duties and responsibilities of the Special Events Programmer.

General Responsibilities: To research, seek-out and introduce special events for the Town of Wasaga Beach, focused on attracting visitors and tourists for multiple days. This will involve developing relationships and working with special event promoters and organizations to attract events to Wasaga Beach throughout all seasons that contribute to enhancing the tourism economy of Wasaga Beach. Additionally, the position will provide assistance to the Special Event Coordinators with all events ensuring they are safe, efficient and relevant, as well as effectively marketed to maximize participant numbers.

Qualifications:

- Completion of a post-secondary degree or diploma in Event Management, Marketing or related field, with minimum of two (2) years relevant experience preferred; or significant related experience gained in the field of Event Management;
- Diploma or Certificate in Event Management considered an asset;
- Experience in coordinating and working with volunteers in the delivery of events;
- Excellent leadership skills with an ability to communicate effectively with all levels of staff, elected officials, the business community and general public;
- Excellent written and verbal communication, report writing, analytical, conflict resolution and project/time management skills;
- Able to lead and work as part of a team;
- Strong computer skills utilizing Microsoft Word and Outlook;
- Ability to work a variety of shifts including: day, evening, weekend and statutory holidays' and assume a flexible work schedule;
- Valid class G Ontario drivers license with an appropriate drivers abstract and criminal records check.

Hourly Rate Range: \$24.62 – \$28.81 (2018 rates)

Interested applicants are invited to apply outlining their qualifications and experience to: Human Resources, 30 Lewis Street, Wasaga Beach, ON, L9Z 1A1. Fax: 705-429-6732 or email at hr@wasagabeach.com until 4:30 p.m. on **April 30, 2019**.

The Town of Wasaga Beach is an equal opportunity employer and is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process, upon request. Please advise the Town of Wasaga Beach Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants who apply for this position, but only those selected for interviews will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, and will be used for the purpose of candidate selection.