

COORDINATOR, Events and Rentals

“Event Maestro”

Reports to: Recreation Supervisor

Location: 1805 Gaspé Avenue, Ottawa

Hours of work: 37.5 hours per week; scheduled to support events and rentals

Salary range: \$22 - \$26 per hour

Overview

The Manor Park Community Council (MPCC) is a not-for-profit organization providing recreational programming, licensed child care and community events from the Manor Park Community Centre (100 Thornwood Road), Manor Park Public School (100 Braemar Street), and a new satellite location at 1805 Gaspé Avenue.

The MPCC is comprised of a volunteer board of directors, paid employees, and volunteers. Key recreational programs include: sports, fitness, arts programming and day camps. Popular community events include: Skating Party, Pints in the Park, and Rock the Block. Childcare licenses are held for ‘Before- and After-School in Manor Park’ and Manor Park Child Care Centre.

The position of Event Maestro has been created to develop and coordinate a new business revenue stream taking advantage of renovated space in our newest location. Community events take place year-round and successfully attract residents and vendors to indoor and outdoor venues. Inquiries for space rentals – meetings, parties, and activities – continue to grow resulting in the need for a dedicated staff.

The Event Maestro has responsibility for all aspects of events and rentals; marketing, inquiries, scheduling, leasing, execution and follow-up.

Success will be realized by positive customer reviews, and growth of new revenue.

Essential Job Functions include but are not limited to:

General

- Responding to rental and event inquiries;
- Maintaining rental and event calendar;
- Securing rental agreements;
- Scheduling, coordinating and executing events and room rentals
- Preparing promotional and marketing materials;
- Developing new rental opportunities;
- Compiling list of recommended suppliers;
- Coordinating with outside contractors;
- Developing partnership and sponsorships, and
- Client follow up

Staffing

- Coordinating support staff (ie cleaners);
- Volunteer recruitment, coordination and training;
- Customer service during events / rentals, and

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- Submitting payroll.

Administration

- Evaluating profit or loss;
- Submitting expenses to supervisor;
- Reporting building deficiencies;
- Ordering cleaning supplies;
- Securing licenses (alcohol, noise, fire, etc);
- Replacement of equipment, as needed, and
- Recommending equipment purchases.

Other

- Following MPCC policies and procedures;
- Attending management meetings, as required, and
- Member of Joint Health & Safety Committee.

Qualification and Experience

- Post-secondary diploma or degree in Event Management, Business Administration, Marketing or equivalent;
- Minimum of 2 years of employment experience in event management, advertising or sales;
- Experience working in community centres, live event venues or arenas;
- Demonstrated interpersonal, organizational and problem solving skills;
- Ability to work independently and as part of a team;
- Superior verbal and written communication skills;
- Intermediate computer technology skills;
- Ability to work flexible hours, including evening, weekends or holidays, as required;
- Driver's license;
- First Aid and CPR certification;
- Clear Police Record Check (Level 3, Vulnerable Sector);
- Bilingual in English and French;
- Joint Health & Safety Committee trained, and
- SmartServe trained.

Accessible formats and communication supports available upon request.

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