

"Central Niagara is one of the most stunning and versatile venues in the Niagara Region, we have hosted a wide variety of events, including music concerts, high school graduations, sports tournaments, and dance competitions, each contributing to our community's cultural and social fabric. With over 13,000 square feet of flexible space, a state-of-the-art Meyer sound system, and a spacious stage, it's the ideal setting for these events. By providing a space for people to gather, celebrate, and connect, we help build a stronger, more vibrant community."

### WHAT YOU WILL DO:

We are seeking a dedicated and organized Event Coordinator to oversee the smooth operation of all CN events, including setup, teardown, and staffing. This role is essential to ensuring seamless event execution, excellent team management, and a positive experience for all guests and participants. The Event Coordinator will be responsible for managing event logistics, coordinating staff, maintaining safety and dress standards, and collaborating with various departments to support event activities.

- **CN Events Set up and coordinator**
  - Manage and oversee all CN Event staff, including:
    - ✓ Creating and maintaining Schedules for all Set up/teardown & cleaning requirements via our scheduling app
    - ✓ Ensure a list of tasks and duties required for each event is communicated to the scheduled staff
    - ✓ Ensure Health & Safety and dress code compliance
    - ✓ Collaborate with HR to ensure that onboarding, procedures and policies are being maintained.
    - ✓ Maintain a roster of casual staff available for deployment as needed
    - ✓ Develop and train Team Leads to supervise on-site during events.
- **CN Chair Crew Management**
  - Manage and oversee the CN Chair Crew, ensuring efficient operations and care of Aud A seating:
    - ✓ Coordinate timely setup and teardown of chairs aligned with event schedules.
    - ✓ Maintain an active roster of trained chair crew members and enforce dress code and proper chair handling.
  - Collaborate with the Building Director to monitor the condition of chairs and address maintenance needs, including repairs and replacements.
  - Oversee the thorough cleaning of chairs 2-3 times annually to maintain standards.
- **Event Execution Oversight**
  - Coordinate and supervise setup and teardown of all CN events:
    - ✓ Oversee staff coverage to ensure events are ready on time.
    - ✓ Collaborate closely with the Events Director to confirm event details and logistics.
    - ✓ Troubleshoot and respond promptly to issues during setup or teardown.
  - Ensure event spaces meet booking requirements with smooth transitions between events.
- **Cleaning Support**
  - Hire or contract external companies when required.
- **Partnerships:**
  - Partner with the Events Director, Building Director, HR, and other Central teams as needed.
  - Attend all staff & department meetings
  - Perform other duties as assigned by your reporting manager

### WHO YOU ARE:

- A person with a post-secondary diploma/degree in event management, administration, or a related field, or equivalent experience
- Have a minimum of 2-3 years of events experience (planning, coordination or equivalent),
- Reliable, dependable, and have a strong work ethic,

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- Possess excellent interpersonal and communication skills, with the ability to collaborate across departments and engage with a wide range of people
  - Self-motivated, organized, and able to manage multiple deadlines with initiative and composure
  - Have flexibility to work evenings, weekends, and holidays as event schedules demand.
  - A person who has a working knowledge of Office 365 including Word, Excel, Outlook, and PowerPoint.

**WHY YOU WANT TO JOIN US:**

- A competitive salary range of \$19 to \$25 per hour.
- Amazing facilities to foster unforgettable experiences,
- Regular personal growth and leadership development opportunities,

**INCLUSION AND DIVERSITY:**

At Central Niagara we value diversity and are committed to creating an inclusive environment for all employees. We encourage individuals from all backgrounds, identities, and experiences to apply and join our team.

If you are interested in this position, please email your resume to [hr@centralniagara.org](mailto:hr@centralniagara.org)

Only successful candidates will be contacted for an initial interview.

Please visit our website to learn more about us – <https://centralniagara.org/>