

"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

- Be the main contact for all event enquires and correspondence, including tours, lead follow-ups, and contracts.
- Coordinate with clients to arrange, organize, and facilitate their events from pre- to post-event planning, including documentation.
- Maintain and manage all event information in Tripleseat, ensuring accurate records of client communications, event details, and follow-ups.
- Oversee front-of-house management during events, ensuring client needs are met and running events when necessary.
- Manage CN supplies and placing orders for event needs
- Liaising with outsourced vendors (e.g. bartending, security, equipment, dance comp rentals, etc)
- Collaborate with the AV Director on events requiring tech support
- Work with the Finance Department on all event-related invoicing and payment details

CN Crew

- Oversee CN Crew operations and casual staff, including scheduling setup, teardown, cleaning, and host duties via our scheduling app.
- Communicate task lists and expectations to scheduled staff.
- Ensure Health & Safety compliance and adherence to dress code.
- Collaborate with HR on onboarding, procedures, and policies.
- Maintain a roster of casual staff and train Team Leads for on-site supervision.
- Work with the Building Manager to ensure setup and teardown in the main auditorium align with CN Events requirements and CCC Sunday standards.

Cleaning Support

- Hire or contract external companies when required.

Partnerships:

- Partner with the Executive Director, Building Manager, 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,
- 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

Only successful candidates will be contacted for an initial interview.

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