

"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 highly organized and proactive individual to join our team as the **Team Lead, Event Operations**. This role is integral to ensure the smooth and efficient execution of all event rentals. The Team Lead provides on-site leadership to casual event staff, oversees event setups and teardown, supports guest needs, and ensures the facility remains clean, safe, and welcoming throughout each event.

Success in this role requires strong leadership and communication skills, exceptional attention to detail, and a commitment to maintaining high operational standards. The Team Lead works collaboratively with the Events Coordinator and Building Manager to ensure seamless event execution and an exceptional experience for all guests and clients.

**KEY RESPONSIBILITIES:**

The Team Lead will oversee and perform the following tasks:

- **Leadership & Staff Oversight**
  - Assign tasks and delegate responsibilities to casual staff based on their role, while providing ongoing support and accountability to ensure efficient and successful task completion.
  - Monitor staff performance, provide feedback and support, and address issues that arise during shifts promptly.
  - Notify the Events Coordinator of any low inventory or supplies to prevent service interruptions.
- **Facility Cleanliness & Maintenance**
  - Perform and supervise regular spot cleaning of rooms and public areas.
  - Perform regular checks of washrooms, ensuring cleanliness and restocking supplies as required.
  - Oversee laundry processes, including linens used during events and ensure the childcare area is cleaned and well-maintained.
  - Manage end-of-shift waste disposal, including garbage and cardboard removal.
- **Facility Access, Security, & Safety**
  - Ensure all work is performed in accordance with the Occupational Health and Safety Act and facility policies.
  - Report any incidents, damages, or safety concerns to the Events Coordinator promptly.
  - Unlock and secure all rooms, entrances, and equipment as required.
  - Ensure lights are off, doors are locked, and the building alarm is activated at the end of shift.
- **Event Setup, Teardown & Guest Support**
  - Review the events calendar, setup sheets, and timelines; ensure all details are understood by the team.
  - Assist guests by providing directions and addressing any facility-related concerns. Provide on-site support to guests, addressing all facility-related concerns.
  - Coordinate and oversee room setups and teardown as per event specifications.
  - Work collaboratively with the event host to respond to changing needs.

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**QUALIFICATIONS:**

- Previous experience in facility operations, events, staff oversight and/or a related role.
- Strong leadership and communication skills with the ability to guide and motivate a team.
- Excellent organizational skills and attention to detail.
- Ability to perform physical tasks, including lifting, cleaning, and setting up tables and chairs.
- Knowledge of workplace health and safety standards.
- Reliable transportation to and from the workplace is required.
- Flexibility to work evenings, weekends, and irregular shifts as required. This includes late nights and occasional early-morning end times, depending on event schedules.

**WORKING CONDITIONS:**

- Work may involve lifting and moving equipment, bending, and extended periods of walking or standing.
- Must be comfortable working in a fast-paced environment with shifting priorities.

**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.

**COMPENSATION:**

- Hourly rate of \$22.00/hr paid bi-weekly by direct deposit.
- This is a casual position with hours scheduled as needed. While shifts will be assigned based on business requirements, please note that there is no guarantee of a minimum number of hours each week.

**HOW TO APPLY:**

If you are interested in this position, please email your resume to [hr@centralniagara.org](mailto:hr@centralniagara.org) by January 5th, 2026

Only successful candidates will be contacted for an initial interview.

Please visit our website to learn more about us – [www.centralniagara.org](http://www.centralniagara.org)