
"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 CN Events. This role is responsible for ensuring seamless event execution from initial inquiry through post-event follow-up, while managing client communication, event logistics, and cross-departmental coordination to deliver an excellent guest experience.

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 and CCB, 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.
- Maintain strong and proactive communication with the Building Manager to ensure all event setups are executed accurately and in alignment with planned client requirements.
- Work closely with the Marketing/Communications Director to develop and execute social media content strategies, including content planning, scheduling, and event promotion.
- Assist in managing and updating Central Niagara's LinkedIn account, including posting event highlights, engaging content, and supporting overall brand presence.
- 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

Hosts Coordination

- Oversee and schedule event hosts for CN Events as required.
- Partner with the Executive Director to train and prepare hosts to effectively support event execution and guest experience.
- When hosting an event, provide directions to CN Crew as needed and communicate any changes or additional requirements during events.

Partnerships:

- Partner with the Executive Director, Building Manager, HR, and other Central teams as needed.
- Assist with Front Reception 1-2 times per week.
- 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 flexibility to work evenings, weekends, and holidays as event schedules demand.
- 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

- Able to lift up to 25 lbs. and assist with event setup and teardown as needed.
- Self-motivated, organized, and able to manage multiple deadlines with initiative and composure
- 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 \$20 to \$24 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/>