



EMPLOYMENT OPPORTUNITY TOWN OF PLACENTIA

Position: Arts Centre Events Assistant

Conditions of Employment

Hours of Work: As directed
Designation: On Call Casual
Wage: \$12.15/hour, plus 4% vacation pay

Qualifications

1. General knowledge of visual and performing arts
2. Strong written and oral communications
3. Aptitude for special event planning
4. Proficient in Microsoft Office Suite
5. Experienced in general office procedures
6. Experienced in cash handling

Responsibilities

1. Works as part of the Town of Placentia Team responsible to the Manager of Tourism, Marketing and Communications.
2. Assists in event planning for the Cultural Arts Centre.
3. Assists with administering special events for the Cultural Arts Centre.
4. Assists in ensuring the facilities are free of safety hazards.
5. Should take initiative to share creative ideas with other staff.
6. Assist with mail-outs, distribution of posters etc.
7. Secures the building according to specified procedures.
8. General janitorial and sanitizing of kitchen, washrooms etc.
9. Arrangement of table and chairs as required for events.
10. Performs other duties as assigned or as the situation dictates.

Closing Date

Deadline for applications is 3:00pm, Thursday October 8, 2020. Applications should be addressed to Acting CAO and can be dropped off at the Town Hall, emailed to townofplacentia@placentia.ca or faxed to 709-227-2323.