



## EMPLOYMENT OPPORTUNITY

# EVENTS ASSISTANT

The Town of Placentia is seeking applications for the position of Events Assistant for the Placentia Bay Cultural Arts Centre. This is a full time, seasonal position – 35 hours per week.

The Events Assistant will:

- Work as part of the Town of Placentia Team under the supervision of the Manager of Tourism, Marketing and Communications.
- Assist with delivering special events for the Town.
- Assist with mail-outs, distribution of posters etc.
- Responsible for cleaning and ironing of tablecloths when required.
- Responsible to secure the Arts Centre according to specified procedures.
- General janitorial and sanitizing of kitchen, washrooms etc.
- Arrangement of table and chairs as required for events.
- Set up of basic sound equipment.
- Performs other duties as assigned or as the situation dictates.

Qualifications

- High School Completion or equivalency.
- General knowledge of visual and performing arts.
- Strong written and oral communications.
- Aptitude for special event planning.
- Proficient in Microsoft Office Suite.
- Experienced in general office procedures.
- Experienced in cash handling.

Conditions of Employment

- Submission of a Satisfactory Criminal Record Check.
- A valid license and access to a personal vehicle for business use is required.
- Flexible schedule, evening and weekend work are sometimes required for this position.
- The successful candidate will be required to provide proof of full COVID-19 vaccination or approved exemption as a condition of employment, as per the Town of Placentia's Mandatory Vaccine Policy.

The Town of Placentia provides a competitive salary with a benefits package. If this opportunity interests you, please submit a cover letter and resume quoting "Events Assistant" to [townofplacentia@placentia.ca](mailto:townofplacentia@placentia.ca)

**Closing Date: March 18<sup>th</sup>, 2022**

*The Town of Placentia would like to thank applicants for their interest. Only those candidates selected for interviews will be contacted.*