
**Position Vacancy: Cultural and Event Program Attendants
(Recreation Leader-Attendants)**

Great City, Great Work, Great Future!

DEPARTMENT:	Anvil Centre	STATUS:	Regular, Part Time
UNION:	CUPE Local 387	SALARY:	\$23.16 to \$27.20 per hour (effective 2015 January 1: \$23.62 to \$27.74 per hour)
NO. OF POSITIONS:	Two	HOURS OF WORK:	Non-standard hours of work* (19 hours per week)

The City of New Westminster requires dynamic and energetic people to work as Cultural & Event Program Attendants (Recreation Leader-Attendants) at the brand new Anvil Centre. As a Cultural & Event Program Attendant, you will bring an understanding and appreciation for cultural and event services as you will provide support to various events and cultural programs in the Anvil Centre. Your other responsibilities will include: providing building supervision; program and room set up and take down; basic IT setup and takedown for presentations and workshops; supervising auxiliary attendants or front of house staff as needed; providing relief for the customer service kiosk and assisting the Event Services Coordinator in event operations as required.

REQUIREMENTS:

- Grade 12 (or equivalent) plus related experience in event services and logistics and/or cultural programming.
- Experience working in a community centre, cultural environment or people oriented establishment.
- Sound experience in building supervision and securing and maintaining a modern facility (opening and closing duties, light cleaning, understanding of HVAC systems)
- Preference may be given to those with experience with CLASS applications.
- Ability to demonstrate strong customer service skills and to anticipate customer needs.
- Ability to communicate effectively with internal and external stakeholders.
- Ability to demonstrate strong leadership skills with the ability to be an effective team player.
- Ability to make decisions with minimal supervision.
- Ability to demonstrate a professional demeanor in personal presentation and conduct.
- Valid BC Driver's License.
- Serving it right certification.
- Ability to successfully pass and maintain a clear police information check.

*** The successful candidates will be available to work a variety of shifts including days, evenings, weekends and statutory holidays.**

Apply by sending your resume quoting **Competition #14-106, by December 24, 2014** to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, Fax: (604)527-4619 or e-mail to hr@newwestcity.ca.

*We thank all applicants in advance; however, only those selected for an interview will be contacted.
The City of New Westminster is committed to employment equity.
We welcome diversity and encourage applications from all qualified individuals.*