



NEW WESTMINSTER

Great City, Great Work, Great Future!

Event Coordinator (Event Leader)

DEPARTMENT:	Anvil Centre	STATUS:	Full Time
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	37.5 hours per week (Non-standard work hours)	SALARY:	\$46,733 - \$54,933 annually (2015 rates) plus benefits

The City of New Westminster has earned a proud reputation for civic leadership, service delivery and outstanding employee relations. We offer our employees great work-life balance; competitive salaries and benefit plans (including pension); education and training opportunities; and challenging and rewarding work.

We are seeking a dynamic individual to assume the role of Event Coordinator for Conference Services within the Anvil Centre, the showpiece civic facility located in the heart of downtown New Westminster. This is event implementation work performed in support of the Anvil Centre. You will be the facility liaison on an assigned shift for a variety of events; provide event coordination for executive events and weddings; coordinate with event coordinators, event producers, staff, suppliers and contracted services on the implementation of events; oversee the provision of client services during events and provide leadership and direction to staff providing a variety of services.

Requirements include:

- Completion of Grade 12, Serving it Right Certificate and courses related to the work plus sound related experience or an equivalent combination of training and experience.
- Considerable knowledge of the practices, methods, techniques, materials and equipment applicable to event implementation.
- Considerable experience in event coordination of executive events and weddings from the signed contract stage to invoicing of the client.
- Sound knowledge of the policies, rules, regulations and standards governing the work including the facilities and services available to clients.
- Working knowledge of event booking systems such as Ungerboeck is preferred
- Working knowledge of computer applications such as Microsoft Office Suite 2010, CLASS and POS systems.
- Ability to oversee, direct and coordinate support for a variety of events on an assigned shift and to resolve problems as they arise.
- Ability to coordinate, direct, and provide instruction to staff to ensure successful event implementation.
- Ability to establish and maintain effective working relationships with a variety of external and internal contacts.
- Ability to communicate effectively orally and in writing and to prepare records related to the work.
- Ability to prepare and maintain records related to the work including completing daily shift logs, maintaining cash controls, completing revenue and expense reports, maintaining supplier accounts and invoices.
- Ability to monitor inventory and maintain appropriate supplies, perform general maintenance work and ensuring adherence to health and safety regulations.
- Ability to work with minimal supervision, to stand for long periods of time and to perform minor maintenance work.
- Ability to work non-standard hours as operationally required.
- The successful candidate must be able to pass and maintain a clear Police Information Check (PIC).

If you want to be part of a diverse organization committed to service, innovation and excellence, we want to hear from you!

Apply by sending your resume quoting **competition #16-42, by May 6, 2016** 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.