



BUILD A CITY. BUILD A FUTURE.



Community Services Coordinator 2 -

Special Events Coordinator (Large-scale Live Events)

As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation.
City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward.
Build a City. Build a Future at the City of Surrey

Scope

The City of Surrey is seeking an experienced Special Events Coordinator (SEC) who will be responsible for the development and execution of large-scale, live events. As part of a vibrant city dedicated to serving the local residents and attracting visitors from all over, the SEC will play a crucial role in planning and organizing special events that enhance the cultural vitality of Surrey and highlight the City's entertainment districts. This is an amazing opportunity for an experienced events professional to join a dynamic team responsible for signature special events that help Surrey attain its vision of a thriving, green, inclusive city.

Employment Status

Union - CUPE Local 402 – Project (18 months)

Responsibilities

The Special Events Coordinator will:

- Plan, coordinate and project manage large-scale, live events.
- Research, evaluate, and implement, event operations and planning related to the live events.
- Collaborate with internal and external partners, including other municipalities.
- Implement workback plans, timelines and operational plans.
- Liaise and coordinate with the Festival and Events Support Team (FEST).
- Create Risk Management Plans while adhering to emergency services measures.
- Create and execute health and safety plans, which include medical, security, safety and traffic management.
- Supervise and schedule staff and volunteers.
- Manage, report and balance event budgets.
- Work with marketing team on marketing campaigns for all events and projects.
- Plan, coordinate and execute other special events as required.
- Liaise with Project Manager on all event operations as required.
- Identify opportunities and liaise with the Indigenous communities related to all events and programs.
- Ensure all the events and programs adhere to the guidelines set in the Sustainability Charter.
- Other related duties.

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Characterized by considerable independence of judgment and use of initiative, work at this level requires strategic planning skills, the ability to project manage large scale events, and experience working closely with contractors, community members and corporate event sponsors.

Representing the City of Surrey to the public, professional colleagues and outside agencies, the SEC will sit on various committees both internally and externally and will be required to work a flexible, self-directed schedule.

Qualifications

The successful candidate will have:

- Graduated from a university or college level program in a related discipline supplemented by formal business training and 3–5 years of progressively responsible relevant work experience. An equivalent combination of education and experience will be considered.
- Highly developed project management and communications skills.
- Strong communication skills including public speaking, business writing and customer service skills.
- Knowledge of event marketing, media partners and digital communications.
- Demonstrated ability to be creative and innovative
- Event industry experience is an asset.

Other Information

Hourly Rate: \$40.60

Steps	Hourly Rate
Step 1	\$40.60
Step 2 (6 Months)	\$42.19
Step 3 (18 Months)	\$43.77
Step 4 (30 Months)	\$45.61
Step 5 (42 Months)	\$47.52

Successful applicants must provide proof of qualifications.

Apply

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 6432.

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