



Event Planner

JOB SUMMARY: Assist with the coordination and implementation of the 2023 Capital Ukrainian Festival

REPORTING: Reporting to, and working directly under the supervision of the President/Executive Director.

ANTICIPATED DURATION: 8 weeks (full time)

REMUNERATION: \$17.00 hour

RESPONSIBILITIES: Assist with event logistics associated with the festival. Areas of assistance will include, but will not be limited to, event logistics. They entail:

- Overseeing logistics contracts (tent, chairs, tables, field kitchen, parking, shuttle, stage, generator and electricity) to ensure ordering meets the needs of the festival;
- Liaising with Vendors, and assisting with the logistics of the Yarmarok (marketplace);
- Oversee the ordering of food supplies for the purposes of serving food, including, but not limited to such things as plates, cups, napkins, and forks;
- Coordinate alcohol and food logistics (food ordering is not included in the logistics tasks);
- Ensure required signage for planned activities/events in stock or ordered;
- Assist with the transport of all storage items needed during the Festival;
- Recruit logistics volunteer support and assist in the Festival implementation phase by overseeing onsite set-up and dismantling;
- Assist in the Festival evaluation and make recommendations with the submission of a post-event report;
- Provide insight into the site plan; and
- Liaise with Festival volunteers as necessary.



SKILLS and QUALIFICATIONS REQUIRED:

- Ability to work under pressure and on various projects simultaneously and autonomously;
- Excellent interpersonal skills;
- Previous special event experience is required;
- Strong written and verbal skills;
- Valid driver's license is required;
- Must be able to lift 30 lbs of weight;
- Organizational and problem-solving skills is required; and
- Works well under pressure, Self-motivated, Teamwork, Flexibility.

ELIGIBILITY:

- be between 15 and 30 years of age at the beginning of the employment period;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment, and
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations