
POSITION TITLE:	SPECIAL EVENTS OFFICER
DEPARTMENT:	COMMUNITY SERVICES
DIVISION:	RECREATION & CULTURE
SECTION:	SPORT & COMMUNITY DEVELOPMENT
GENERAL SUPERVISOR:	COMMUNITY & EVENT DEVELOPMENT COORDINATOR

AFFILIATION:	NON-AFFILIATED	GROUP:	3
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POSITION SUMMARY: Under the general supervision of the Community & Event Development Coordinator, is responsible for implementing various initiatives that support local programs and the events industry.

MAJOR RESPONSIBILITIES:

1. Manages an inventory of equipment items; organizes equipment, arranges for pick-up and returns and manages inventory tracking system; arranges for equipment cleaning and repair.
2. Performs event inspection to ensure compliance with terms of street closure permit.
3. Updates the City's website calendar of community events; compiles event information for various publications.
4. Updates the event sections of the City of Thunder Bay website.
5. Updates various contact databases.
6. Attends meetings as required, and presents and reports as needed.
7. Performs such other related duties as may be required.

QUALIFICATIONS:

Education/Experience:

- Secondary school graduation
- Previous related experience
- Equivalent combination of education and experience

Skills/Abilities:

- Must have excellent organizational and communication skills
- Ability to work to deadlines and a demonstrated ability to handle multiple projects
- Proficient in the use of computers and current software
- Must possess superior writing and editing skills and on-line communications expertise

Assets:

- Experience in operating professional audio and lighting equipment

CONDITIONS OF EMPLOYMENT:

- Will be required to travel to various work locations and provide own transportation
- Irregular work hours, including weekdays, evenings and weekends, are required
- Must be physically able to lift, bend and carry various event equipment, as required

PREPARED BY:	P. BURKE	APPROVED BY:	L. MACPHAIL
EFFECTIVE DATE:	MAY 1, 2009	SUPERSEDES DATE:	MARCH 2005
HOUSEKEEPING:	OCTOBER 3, 2011 (REORG) JUNE 12, 2012 JULY 1, 2014 (REORG) JULY 13, 2015 (REORG) JUNE 11, 2018 (REORG) DECEMBER 1, 2020		Special Events Marketing Officer
