

## CENTRAL NIAGARA – Events Director [Full time | 35hours/week]

Central Niagara is a new and dynamic organization that oversee bookings and events for Central Community Centre. We are currently seeking an Events Director. If you have experience in event planning and coordination, we would like to hear from you.

### WHAT YOU WILL DO:

- Main contact for all Event enquires and correspondence (giving tours, following up on leads, proposals etc.)
- Oversee and manage long term rental clients, lease agreements and contracts.
- Work with Clients to arrange, organize and facilitate their events. (pre to post planning and documentation)
- Follow and manage marketing and budgeting strategies as presented by overseer and/or CN Board (Sales targets, Networking, client retention etc.)
- Management of Tripleseat software (maintain up to date training and knowledge of software to manage and document all event information and correspondence)
- Oversee management of Front of House for Events (run events when needed / ensure clients' needs are met)
- Oversee team of Hosts/Dance Coordinators for events (Staffing / Scheduling / Invoices etc.)
- Work with Communications department for Website & Social Media updates and needs
- Work with outsourced companies for client needs (bartending/security/equipment rentals etc.)
- Work with AV Director for events requiring AV
- Work with Building Director to book cleaning/event crew staffing for each event
- Maintain CN supplies and ordering for events
- Oversee Master Calendar for CN Events & work with Director of Operations to Coordinate with CCC Events/Calendar
- Work with Finance department for all invoicing and payment details from events
- Maintain all Terms and Conditions / Policies & Procedures for CN Events
- Attend all CN meetings as required.
- Approach the day-to-day work activities with a flexible and positive attitude
- Perform other duties as assigned by direct report.

### WHO YOU ARE:

- A person who has a College Diploma/Degree in Event Planning/Business Administration, preferred
- A person who has a minimum 3years' experience in Event Planning/ Business Administration, preferred
- Highly organized, creative and resourceful
- A person who has a positive attitude, enjoys working with people and the community.
- A person who has excellent communication skills, written and verbal
- A person with the ability to craft exceptional event experiences ensuring our clients' visions come to life
- A person who can manage a team of individuals and keep them accountable
- A person who has a high standard of excellence and is very detail-oriented
- Reliable, dependable, teachable and have a strong work ethic
- A person who has a working knowledge of computer systems, O365, Mac's etc.

### WHY YOU WANT TO JOIN US:

- Exciting Environment to learn, grow and develop more skills.
- Amazing team dynamic that is both highly motivated and passionate
- Benefits and flexible working schedules

Please visit our website to learn more about us [www.centralniagara.org](http://www.centralniagara.org)

If you are interested in this position, please email your resume to [HR@centralniagara.org](mailto:HR@centralniagara.org)

\*Please Note: Only successful candidates will be contacted for an initial interview.