



Town of Hepburn

Facility & Event Coordinator

Maternity Leave Position

Date Posted: February 1, 2023

Employment Term: Full-Time Temporary (up to 12 months)

Wage: Based on Experience

Start Date: Between March 15 to April 1, 2023

Deadline: March 1, 2023 or until filled.

The Town of Hepburn is currently seeking applications for the position of **temporary, full-time Facility & Event Coordinator** (approximately 35-40 hours per week) for up to a 12-month maternity leave. The ideal candidate will have a strong background or passion for marketing & advertising with the ability to build relationships to ensure successful facility operations.

The Town of Hepburn has a population of 784 people and is located 40 km north of Saskatoon. Hepburn is a bedroom community with a business district, arena, bowling alley, K-12 public school, and churches. The Town enjoys the benefits of small town living with easy access to the amenities of the city. Visit our website at www.hepburn.ca

Heritage Common is an event venue and Community Centre which includes a gymnasium/auditorium, commercial kitchen, dining room, classrooms, offices, and significant green spaces.

Core Function:

This position reports to the Chief Administrative Officer (CAO) and is responsible for overseeing Heritage Common facility operations related to event rentals, community programming, tenant relations, as well as sales and marketing.

Duties:

- Promote Heritage Common to potential users, including local and provincial organizations and agencies to host performing and visual arts, sports, recreation, conferences and conventions, tradeshow, meetings, lectures, family events and activities.
- Maintain website and create social media content related to the facilities.
- Create targeted marketing campaigns for various markets.
- Organize and implement fundraising and sponsorship initiatives, in conjunction with the Community Coordinator.
- Maintain facility schedule.
- Build and maintain a strong relationships with the municipal staff, facility users, tenants, and community user groups.
- Manage rentals, oversee event set-up and take-down, and work with volunteers, contract staff, and organizations as required.
- Provide exceptional customer service.
- Ensure client needs are met and exceeded.
- Be an on-site point of contact for all clients and guests during event rentals.

- Receive and respond to enquiries concerning the types of availability and services using a variety of platforms.
- Tour potential clients and provide suggestions for their events.
- Promote community engagement through active listening and action planning, in order to foster a culture of continuous improvement and development.
- Work closely with Hepburn & District Parks and Recreation Board and Community Coordinator on local community sport, culture, and recreation programs and priorities.
- Work within annual operating budget set out for facility operations.

Qualifications:

- Strong team player.
- Adaptable & flexible.
- Entrepreneurial attitude and natural ability to generate creative solutions.
- Driven to exceed expectations and prioritizes public relations.
- Positive attitude and exceptional organizational skills.
- Ability to work under minimal supervision & effectively with volunteers.
- Interpersonal skills and ability to establish and maintain effective working relationships with all levels of municipal personnel, external agencies, and the public.
- Ability to lead and model organizational values and culture by demonstrating accountability, high performance, innovation, and collaboration.
- Excellent oral and written communication.
- Proficient computer skills including Microsoft Office (word, excel, power point, outlook, and google calendar).
- Experience in customer service, hospitality, or events

Hours of Work:

- Evening and weekend work will be required.
- Hours of work will vary based on demands of bookings and events.

Please submit Cover Letter, Resume, Salary Expectations, and References to:

Town of Hepburn

Attn: Amanda Peters

Box 217

Hepburn, SK S0K 1Z0

Email: cao@hepburn.ca

Applications will be accepted until March 1, 2023 or until the position is filled. Only those selected for an interview will be contacted.