



# Town of Hepburn

## Facility & Event Coordinator

The Town of Hepburn invites applications for the position of a full-time **Facility & Event Coordinator** (approximately 35 hours per week). The ideal candidate will have a strong background or passion for marketing & advertising with the ability to create effective policy and procedure to ensure successful facility operations.

The Town has a population of 688 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 several churches. The Town of Hepburn recently purchased a multi-use Community Centre facility (formerly Bethany Campus). The Community Centre includes a gymnasium/auditorium, commercial kitchen, dining room, classrooms, administration offices, and significant green spaces. Town Council and staff are committed to addressing the deferred maintenance needs of this facility.

### **Core Function:**

This position will manage the Community Centre Facility operations related to event rentals, community programming, tenant relations, and building maintenance.

### **Duties:**

- Develop and implement short-term and long-term plans and objectives for the facilities to meet strategic and operational goals.
- Recommend and administer policies and procedures related to the Community Centre.
- Market and promote the Community Centre 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.
- Generate and maintain website and social media content related to the facilities.
- Organize and implement fundraising and sponsorship initiatives, in conjunction with the Community Coordinator.
- Maintain facility schedule.
- Build and maintain a strong relationship 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.
- Assist with management of capital improvement projects.
- Act as the primary liaison between the Town of Hepburn and contractors working on the facility and grounds.
- Develop and maintain facility sustainability initiatives.
- Oversee building and grounds maintenance projects.
- Manage assigned facility staff, assess facility staffing needs, assign work, and ensure completion of work.
- 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.

- Assist in the preparation of the facility operating budget, and operate in a cost-effective manner, and communicate regularly with the CAO.
- Assist with service contracts and other necessary agreements.
- Maintain records and files as needed.
- Perform other duties as assigned by the CAO.

**Qualifications:**

- Strong team player.
- Adaptable & flexible.
- 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.
- Demonstrate ability to provide leadership and facilitate consultation through motivation, communication, vision, problem-solving, consensus, stakeholder involvement, and dialogue.
- Excellent oral and written communication.
- Proficient computer skills including Microsoft Office (word, excel, power point, outlook, and google calendar).
- Experience in leisure administration or a municipal setting is an asset but not required.

**Hours of Work:**

- Evening and weekend work will be required.

The Town of Hepburn offers a comprehensive benefit package through SUMA (Canada Life) and an excellent pension (benefit-pension package) through MEPP, and other policy driven benefits including a clothing allowance. Council is prepared to compensate the right candidate with a competitive wage.

**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](mailto:cao@hepburn.ca)

Applications will be accepted until May 20, 2021 or until the position is filled. Only those selected for an interview will be contacted.