

EVENT PLANNER (Contract Position)

Position Description

The District of Logan Lake is seeking a motivated and experienced Event Planner to provide leadership in the planning and coordination of District events. Charged with creating experiences and bringing visions to life, the event planner is adept at juggling many tasks. The Event Planner works with District staff, Committees of Council, external volunteers, community members, and stakeholders as appropriate. The Event Planner will serve as a contractor to the District and be compensated at a flat rate for each event.

Deliverables:

Annual event coordination of the Flag Raising Day/Citizen of the Year; Canada Day; Remembrance Day; Skate with Santa; Polar Carnival and the Christmas Tree Light Up and Light up the Lake; and other related duties or smaller events as required.

Deliverables for this position include:

- Monitoring the budgets for each event and providing feedback as to the adequacy of the budgeted amounts;
- Providing volunteer coordination and direction to volunteers on event duties;
- Coordinating guest lists, food service arrangements, decorative and table set up, nametags and staffing, as may be required;
- Purchasing event materials as required;
- Coordinating production and distribution of social media and print materials for media and marketing, as may be required;
- Communicating and liaising in support of annual events, and assisting with development of new opportunities to promote the community;
- Responding to enquiries from the public about events;
- Other related duties and small events as required; and,
- Pre-Event Planning including: entertainment research, entertainment booking, Site planning and layout, pre-event and site set-up as required.

Qualifications:

- Post-secondary diploma or degree preferred in a related field (Marketing, Public or Community Relations, Event Planning) supplemented by a minimum of two years experience in event planning considered an asset;
- Demonstrated connections/working relationships with local community groups;
- Experience in event planning and execution on both large and small scale events;
- Experience working with volunteers, not-for-profit and government groups;
- Experience working in a local government environment preferred; ability to follow government process, protocol, and policy;
- Strong community engagement skills;
- Excellent media relations and social media skills and capacity to apply these towards events promotion;
- Ability to work both independently and collaboratively on projects;
- Excellent written and oral interpersonal communication, organizational, and creative thinking skills;
- Strong initiative and customer service orientation, with volunteer management skills preferred;
- Project management, prioritization, and problem-solving skills, with a high level of attention to detail;
- Demonstrated flexibility, sound judgment, and discretion;
- Ability to maintain confidentiality of information where required;
- Willingness and ability to learn and/or establish protocols where necessary;
- Experience and comfort in a liaison capacity;
- Ability to work with diverse individuals and groups;
- Ability to visualize, plan, and implement events from start to finish; and
- Proficiency in Microsoft Office Suite, Canva, and basic graphic design is preferred.

Please submit applications to: Mike Carlsen, Community Development Officer, at: mcarlsen@loganlake.ca by 4:00 p.m. on March 28, 2024