



Municipal Events Intern (26-ST02-1)

The Municipal Events Coordinator will work on municipal led events, such as Canadian Multiculturalism Day, Canada Day, and Makin' Waves. Supporting the Program Coordinator - Arts, Culture, and Creative Events, the coordinator will work with planning, executing, and reporting these events and will gain experience with event logistics and management, artist support, corporate partnerships, and many more ancillary event disciplines.

May 5 - August 22, 37.5 hours per week, \$19 per hour, based in Sydney with travel throughout CBRM required

In this role, the Municipal Events Coordinator will:

- support administrative duties related to events including creation and delivery of documents and applications
- work collaboratively to develop experiences and events
- recruit and manage vendors for events
- supervise and manage events staff and volunteer teams
- support coordination with artists, technical teams, and event management
- work collaboratively with content creators, sponsors, marketing team, and others to represent events
- other duties as necessary

Required Qualifications:

- Ability to work full time in Canada
- Excellent communications skill in English
- 2+ years experience in events support, events management, or artist relations
- Working knowledge of harm reduction, anti-racism and inclusion, and accessibility
- Class 5 drivers license and willingness to drive within CBRM

Preferred Qualifications:

- Working knowledge of nutrition, diet, and shopping for specialized dietary needs
- Working knowledge of social media, content creation, and video editing
- Previous experience with event logistics and building event spaces
- First aid, CPR, OHS, bystander intervention training
- Multi-lingual

Working Conditions:

- Mix of office and outdoor event settings
- Long hours in outdoor setting with myriad of conditions (wind, rain, heat)
- Loud environments for prolonged periods >85db
- Frequent lifting up to 50lbs
- Regularly working evenings, weekends as necessary

To Apply:

Submit a cover letter and resume, clearly outlining your qualifications for the position, to recreationjobs@cbrm.ns.ca quoting the job number above. Only applicants selected for an interview will be contacted.