



# Town of Drayton Valley

## EMPLOYMENT OPPORTUNITY

<b>Position Title</b>	Events Administrator	<b>Closing Date</b>	June 15 <sup>th</sup> , 2010 (4 pm)
<b>Department</b>	Information Services	<b>Reporting To</b>	Director of Information Services
<b>Level / Grade</b>	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part-Time <input checked="" type="checkbox"/> Contract	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/>	

### General Description

The Town of Drayton Valley is committed to the provision of excellence in service that compliments its desire for a high level of customer satisfaction. We are seeking an innovative candidate who shares our passion to promote the Town of Drayton Valley, its community, organizations and events. You must possess exceptional organizational skills and a strong work ethic. You also should be strong in project management, possess excellent communication and marketing skills.

### Responsibilities

Responsibilities will include but are not limited to:

- Design, arrange and Co-ordinate events at the Omniplex and MacKenzie Conference Centre
- Provide support to Senior Management
- Arrange and coordinate marketing events.
- Networking with local organizations, conference centres and industry in Drayton Valley, Edmonton, Alberta and Canada.
- Planning and executing special events.
- Provide recommendations and identify opportunities for future special events.
- Develop, monitor and implement marketing plans for promotion
- Selecting, negotiating and liaising with a variety of multimedia and special event vendors in the process of event planning and communicating to public.
- Monthly reports to Management.
- Build community and public awareness for events
- Distributing, monitoring and preparing event budgets.
- Work closely with the Assistant Events Manager to promote and coordinate other events in Town.
- Respond to enquiries from the public about events, including assisting with media requests.
- Initiate, encourage and coordinate volunteers for special events.
- Coordinate guest lists, food service arrangements, menu planning, decorative and table set up.

- Design, coordinate, and distribute printed material.

## Qualifications

- Post-secondary diploma required, preference for post-secondary degree in a related field (preferably Marketing, Public or Community Relations, Event Planning)
- Possess approximately two years of experience in special events planning.
- Ability to work independently and possess excellent communication, organizational, and innovative thinking skills.
- Experience in planning and implementing events, including expertise in attracting sponsorships, implementing promotion plans and print production.
- Software proficiency in Microsoft Word, Excel, Publisher, and Power Point
- Experience in working with Community Organizations, volunteers and managing, supervising and orientating people for events.
- Excellent written and oral interpersonal communication with marketing skills; media relations experience an asset.
- Strong customer service an asset.
- Project Management, organizational and prioritizing skills; problem solving and posses a strong attention for detail.

## Salary / Benefits

This is a contract position for 2 years. Salary is negotiable.

## Additional Information

As a team player you possess a strong work ethic and a commitment to excellence. If you like being challenged then we would like to hear from you. Please submit a cover letter outlining your skills and experience along with your resume and contact information on three references, in confidence to:

Attention: Jennifer Lundy  
The Selection Committee  
Town of Drayton Valley  
Box 6837  
Drayton Valley, AB, T7A 1A1  
Fax: 780-542-5753

**Deadline for submitting application: June 15<sup>th</sup>, 2010 @ 4 pm**

*We thank all applicants for their interest. However, only those selected for an interview will be contacted. All information collected for the above offer of employment is done under the provision of the Freedom of Information and the Protection of Privacy legislation and will be used only for the evaluation of candidates.*