



JOB DESCRIPTION

SITE/LOCATION: Dryden Regional Training and Cultural Centre (DRTCC)

TITLE: Events and Services Coordinator

IMMEDIATE SUPERVISOR: Facilities Manager

REVISION DATE: January, 2008

EMPLOYEE GROUP: Non Union

POSITION SUMMARY:

Under the direction of the Facilities Manager and within the policies and regulations of the Board, the Events and Services Coordinator will assist in the planning, organizing, implementation and operation of the Dryden Regional Training and Cultural Centre (DRTCC) events and services functions. Responsible for the strategic areas of operation, leadership, coordination, management, promotion and sales of the events and services delivered at the DRTCC. Advises and assists in the maintenance and repairs to the DRTCC facility systems including site representation for the Board related to any capital projects.

QUALIFICATIONS:

Grade 12 education and a valid Class G drivers' licence are required. Post secondary education in business administration or an equivalent combination of technical training and experience in administration or maintenance or the entertainment/hospitality industry is preferred. Strong interpersonal, oral and written communication skills are mandatory. Maintenance experience in an institutional setting (school, hospital, municipal) would be an asset. Computer application and technical skills are required.

SPECIFIC DUTIES:

1. Assists the Facilities Manager on the appointment, placement, dismissal or promotion of staff associated with the events/facilities operation of the DRTCC.
2. Responsible for developing and managing budgets, forecasts and operational plans for the events/facilities operation of the DRTCC. This includes cost analysis and evaluation of events/sales, and development of processes for invoicing, providing estimates for customers, etc.
3. Responsible for supervising staff within the events and facilities operation of the DRTCC.
4. Creates, manages, implements and sustains an operational model for activities within the events and facilities, including work systems and processes.

5. Develops and manages operating plans and accompanying budgets for the events and facilities as well as other sale initiatives (e.g. printing).
6. Responsible for the sales and promotion of the facility including pursuit of sponsorship development, proposal/funding research and implementation, business/conference opportunities, vending product sales and accountability and identifying prospect markets, all within a well developed marketing plan that assures the organization and its mission, programs, products and services are consistently presented.
7. Responsible for customer service leading to consistent repeat and new business.
8. Responsible for all aspects of facility and event management including planning, implementation, scheduling, problem-solving, safety and logistics. This includes all facility, equipment, physical set up and personnel requirements. Directs the maintenance, repair and upkeep of the facility, equipment, grounds and maintenance operations. Develops and recommends policies and procedures for use and security of the facility. Resolves issues for tenants and customers in accordance with established policies and procedures. Promotes ongoing communication with facility partners to resolve issues and develop utilization plans.
9. Creates and sustains working relationships with all internal and external contacts including casual staff, regional businesses, corporations and organizations.
10. In conjunction with the Facilities Manager, assists in the coordination of any capital projects at the DRTCC.
11. May serve as a management member of the Joint Occupational Health and Safety Committee in accordance with the Board's Occupational Health and Safety Policy and Procedures. This would include making recommendations and investigating issues pertaining to health and safety, as well as conducting facilities inspections.
12. Assists in the evaluation process of new and existing maintenance and caretaking equipment associated with the DRTCC.
13. Assists the Facilities Manager with the preparation of the annual budget pertaining to the DRTCC.
14. Other related duties as assigned by the Facilities Manager.

WORKING CONDITIONS:

DRTCC based duties require light to moderate physical effort with occasional heavy effort needed to fulfill functional requirements. Hours may vary in accordance with area demands and may extend into evening or weekend work. Occasional travel within the geographic area is necessary.

This description is intended to be generic in nature. It is understood that all employees do not necessarily perform the same duties.