



POSITION VACANCY

Call Number:	2023-15
Position:	Event and Programme Assistant
Type of Vacancy:	Summer Student – Non Union May to August 2023
Work Schedule:	35 hour work week including evenings and weekends
Hourly Rate:	\$19.00 per hour
Posting Date:	January 20, 2023
Closing Date:	February 10, 2023 at 4:00 p.m.

The City of Niagara Falls is looking for summer students to work at our Culture division as Event and Programme Assistants. The student will assist with cultural activities that enhance the quality of living in the City of Niagara Falls for its' residents.

Responsibilities:

- Assist with planning of events, research and service delivery as required.
- Coordinate event logistics with Culture Staff. This involves communicating with local artists, vendors and other providers to ensure that budgets, timelines and other considerations are met.
- Assist with the logistics, marketing and delivery of several museum, Farmers' Market & cultural events (Niagara Falls Night of Art, NFX Nights and other).
- Provide support for weekly Saturday Farmers' Market and Wednesday Supper Market.
- Assist with local and regional marketing initiatives.
- Speak to stakeholders about events and activities.
- Development and distribution of collateral material for events.

Requirements:

- Enrolled in full-time studies for the semester preceding the upcoming summer and returning to full-time post-secondary studies.
- Post-secondary education in a related field will be considered an asset.
- Highly organized, detail-oriented with strong communication skills.
- Ability to follow simple written and oral instructions and work with minimal supervision.
- Excellent computer and customer service skills.

To Apply:

Submit your cover letter and resume at www.niagarafalls.ca/jobs

Applications must be submitted online and will be accepted until 4:00 p.m. on **Friday, February 10, 2023.**

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment, selection, and interview process. Personal information is collected under the authority of The Municipal Act and will only be used to determine suitability for this position.

We thank all applicants for their interest, but only those advancing through the selection process will be contacted by email.