
MUNICIPALITY OF MISSISSIPPI MILLS
DESCRIPTION

JOB

JOB TITLE: Almonte Old Town Hall Event Assistant (casual, on call) **REVISED:** September 20, 2021
DEPARTMENT: Recreation and Culture **PAGE:** 1 of 2
DIVISION: Culture

DIRECTLY RESPONSIBLE TO: Community Economic & Cultural Coordinator

MAIN PURPOSE

To oversee the use of the community rental spaces (i.e. auditorium and meeting rooms) with respect to bookings, asset usage and security.

KEY RESPONSIBILITIES

1. Open, close and supervise on site as required while the facility is in use
2. Based on booking information obtained from users, prepares the set up of chairs, curtains, and other equipment (i.e. sound, lighting, etc.) for events at the facility when required.
2. Perform light janitorial duties as required
3. Perform inspections of the facility pre and post event and log observations
4. After events are held, put away chairs, curtains and other equipment, when required.
5. Work with users of the facility to assess time and asset requirements and arrange for the rental of user assets as required
6. Liaise with any required technical assistance contractors (i.e. lighting operator)
7. Work with the Community Economic & Cultural Coordinator to:
 - (a) implement written protocols with respect to auditorium use & maintenance & equipment use and maintenance.
 - (b) develop a roster of trained personnel, "smart servers" and available volunteers
8. Advise the Community Economic and Cultural Coordinator when equipment maintenance or repairs are required
10. Ensure that security and safety requirements for the facility are adhered to including:
 - (a) being familiar with security system to engage and disable the system for rentals

- (b) be familiar with contacts and procedures concerning the elevator, security system and electrical and plumbing systems
- (c) ensure that operators of the facility's equipment are trained and qualified to use same

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

EDUCATION/EXPERIENCE/SKILLS TRAINING

- Training and / or equivalent experience in basic sound, lighting and audio visual equipment
- Customer Service Experience
- SMART Serve (have or be willing to obtain)
- First Aid & CPR (have or be willing to obtain)

WORKING RELATIONSHIPS

Internal:

- Community Economic & Cultural Coordinator
- C.A.O., members of Council, support staff within Recreation Department and other municipal departments.

External:

- Renters of the facility; public; sound / light & other technicians; security / elevator / maintenance personnel.

WORKING CONDITIONS

- Evening and weekend work required
- Some occasional weekday work may be required
- Part time casual work as dictated by rentals of the Almonte Old Town Hall