

***** EMPLOYMENT OPPORTUNITY *****

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS
requires an Event Assistant for Almonte Old Town Hall

Part time/Casual \$17.50-21.51 per hour

Resumes should be e-mailed to Tiffany MacLaren, Community Economic & Cultural Coordinator at tmaclaren@mississippimills.ca

The deadline for applications is 4:00 p.m. Tuesday October 12, 2021.

The Event Assistant will be responsible for the following:

1. Open, close and supervise on site as required while the facility is in use.
2. Perform light janitorial duties as required.
3. Prepare set up of chairs, curtains, and other equipment (i.e. sound, lighting, etc.) for events at the facility (when required).
4. Perform inspections of the facility pre and post event and log observations.
5. After events are held, put away chairs, curtains, and other equipment (when required)
6. Liaise with any required technical assistance contractors (i.e. lighting operator).
7. Implement written protocols with respect to auditorium use & maintenance & equipment use and maintenance.
8. Help to develop a roster of trained personnel, "smart servers" and available volunteers.
9. 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.

QUALIFICATIONS

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

To obtain more information on the job descriptions, key responsibilities for these positions, please contact Tiffany MacLaren at the Recreation and Culture Department at 613-256-1077 Ext: 22 or tmaclaren@mississippimills.ca