

**EMPLOYMENT OPPORTUNITY  
EVENT ASSISTANT – ALMONTE OLD TOWN HALL  
CASUAL/ON CALL  
POSTING 2025-12**

Located just west of Ottawa, the Municipality of Mississippi Mills is a vibrant and growing community that includes the historic and welcoming Town of Almonte, along with the scenic villages of Pakenham, Blakeney, Appleton, Clayton, and Ramsay. Our municipality is proud to be home to some of Ontario's and Canada's most iconic landmarks, offering a unique blend of small-town charm, rich heritage, and natural beauty.

Known for its lively festivals, community spirit, and growing culinary scene, Mississippi Mills is quickly becoming a destination of choice for visitors and new residents alike. With abundant walking trails, rivers, lakes, golf courses, and recreational amenities, it's a natural place to grow, work and play.

We're excited to meet talented, passionate individuals who want to contribute to our thriving community. Come be part of our team—and help shape the future of Mississippi Mills.

**Almonte Old Town Hall** is a historic and beautifully restored venue located in the heart of downtown Almonte. Known for its elegant architecture and versatile event spaces, the facility hosts a wide range of community, cultural, and private events throughout the year. With its unique charm and central location, it serves as a vibrant hub for gatherings, performances, and municipal functions.

We are currently seeking an **Event Assistant** for **Almonte Old Town Hall** to join our team. Reporting directly to the Manager of Community and Economic Development, the ideal candidate will be responsible for providing customer service and custodial support for bookings. The successful incumbent will ensure the cleanliness of the facility and should have a basic understanding of facility systems—including security, elevators, audio/visual, plumbing, and electrical—or be willing to learn.

This position is casual and on-call, with hours primarily available during evenings and weekends, some daytime shifts may occasionally be required. The hourly rate is **\$21.40 to \$23.71** to commensurate with experience. AOTH Event Assistants can expect to work between 1 shift a week to 2 shifts a month. Shift length ranges from 3 to 8 hours.

***The ideal candidate will have:***

- Ontario Secondary School Diploma or in Progress
- Two (2) years' experience in event or performance space would be preferred
- Technically inclined, experience in audio visual systems would be an asset
- Strong client service focus with excellent communication and interpersonal skills
- Ability to problem solve and trouble shoot is important
- Ability to meet the physical demands of the position

***The Municipality of Mississippi Mills offers:***

- OMERS Pension
- Professional Development Opportunities
- Employee and Family Assistance Program

And so much more...

For a detailed job description, please visit the Mississippi Mills website under Jobs at [www.mississippimills.ca](http://www.mississippimills.ca)

We invite qualified candidates to submit a detailed resume and cover letter in confidence to Cyndy Woods, Human Resources at [cwoods@mississippimills.ca](mailto:cwoods@mississippimills.ca). The email subject line should include your last name and the position you're applying for. This posting will open until September 22<sup>nd</sup>, 2025, or until a suitable candidate is found.

We thank all applicants for their interest but advise only those applicants selected for an interview will be contacted.

*The Municipality of Mississippi Mills believes that our employees are our greatest strength. We strive to create a culture where all staff feel that they are part of an inclusive environment where differences in thought, perspective, and experience are valued, diversity is celebrated and all persons are treated with dignity and respect. We welcome applications from all underrepresented groups.*

*Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of selecting a candidate.*

*The Municipality of Mississippi Mills is an equal opportunity employer. If you require accommodation throughout any part of the recruitment process, please contact Human Resources to let us know how we may assist you. All information received relating to requests for accommodation will be addressed confidentially.*