



CITY OF
FORT SASKATCHEWAN

Culture Department
Competition #201532
DCC Events Supervisor
One (1) Permanent Full Time Position

The City of Fort Saskatchewan is a vibrant economic and cultural hub located just 15 minutes northeast of Edmonton on the banks of the North Saskatchewan River. Home to more than 22,000 people, the City proudly manages state of the art recreation, culture and historic amenities including 50 km of outdoor trails, a performing arts theatre and fitness centre within the Dow Centennial Centre, and the 1875 – 1885 NWMP Fort representation in historic downtown.

Reporting to the Shell Theatre Supervisor, the Event Supervisor will coordinate the arrangements for delivery of events or functions at the Dow Centennial Centre. The Event Supervisor will ensure that the clients and appropriate staff and volunteers are brought into the planning, coordinating, delivery and evaluating stages of all events to ensure quality customer service to our customers and clients. As required, as part of the Infrastructure and Community Services team, the Event Supervisor will provide mentorship to the bookings clerks in regards to City owned facilities

This position requires a minimum of a High School Diploma with some post-Secondary education in a related field. Candidates with a certificate or diploma in Special Events Coordination or a related field is preferred. A minimum of 3 years' experience in event management, communications and volunteer leadership along with a good general knowledge of performing and visual arts is required. Excellent verbal and interpersonal communication skills are essential to the position to help maintain a respectful and positive image when dealing with the public and volunteers. The successful candidate will be highly organized, have a positive attitude with excellent customer service skills.

The City of Fort Saskatchewan offers a competitive compensation package with a salary range of \$59,065 to \$69,498 per annum. If you have superior time management, organizational and interpersonal skills, we invite you to apply in confidence no later than **Thursday, April 2, 2015 stating competition #201532 to:**

The City of Fort Saskatchewan
People Services Department
10005 - 102 Street
Fort Saskatchewan, AB T8L 2C5
Fax: 780.992.6625
E-mail: hr@fortsask.ca



Take your Career in the Right Direction

For more information on employment with the City of Fort Saskatchewan, please visit our website at: www.fortsask.ca

The City of Fort Saskatchewan thanks all applicants for their interest, but advises only those under consideration will be contacted.