

Job Posting

Position: **Event Manager**

Location: St. Mary's Parish, West Lorne

No. of Positions: 1

Position Summary:

St. Mary's Parish is looking for a part-time Event Manager to manage the Hall bookings.

Duties & Responsibilities:

The work of the Event Manager consists of a variety of duties including;

- a) Conducting initial meeting (phone, email, in-person) with potential clients to assess their event needs- whether they are Parish events or public events
- b) Preparing the contract between St. Mary's Hall and external Client for use of facilities.
- c) Once the contract with the client has been finalized and signed, preparing plans to get ready for the event.
- d) Collecting client deposits and final payments.
- e) Ensuring that the Client has the proper liability coverage and liquor licence.
- f) Preparing the necessary orders for event supplies and accept deliveries for supplies ordered
- g) Working with Caterers and decorators who may be hired by the Client
- h) Working with the Custodian, set up of tables and chairs and sound system (if needed) according to the Client's requirements.
- i) Unlocking doors to let client in and locking doors after the event has ended.
- j) Ensuring that client and guests follow the appropriate COVID-19 protocols as documented at the St. Mary's Hall
- k) Supervising for the duration of the event (as needed)
- l) Working with the Custodian to take down the tables and chairs, sound system, etc following the event.
- m) Advising the Business Manager or Custodian of any required deficiencies, repairs or maintenance.
- n) Looking at opportunities to promote and market the Hall and to bring in additional business.

Required Knowledge, Skills and Abilities:

1. Excellent planning and organizational skills
2. Excellent Customer Service
3. Good networking skills
4. Ability to be flexible in working hours based on events going on
5. Ability to work collaboratively with other staff members, contractors, and parish groups.
6. Ability to work independently, to multi-task and prioritize work.
7. A quick learner who is not afraid to question the status quo.
8. A pleasant and welcoming personality aiming to please customers
9. A successful Police Check.

Work Hours: Variable based on events

Compensation: Based on education and experience

Vacation: Based on Diocesan Policy

Note: We thank all applicants for their interest, however only those selected for an interview will be contacted. Please send cover letter and resume to: bbray@dol.ca or mail to;

Bob Bray c/o
St. Anne's Parish
20 Morrison Dr.
St. Thomas, ON N5R 4S6
Re: St. Mary's Event Manager