



Event Support

Position Available: Permanent, Part-Time (20 hours per week)

Compensation: Competitive salary based on experience + Commuter Benefits + Group Benefits

Start Date: June 2024 - flexible based on candidate's availability

Application Closing Date: Sunday, May 5, 2024

The Forks North Portage is home to a fast paced, fun, and welcoming environment that is community oriented, collaborative, and innovative. The business of The Forks North Portage is to provide as many reasons as possible for people to 'live, work, and play in the downtown.' We are looking for customer service focused individuals who share a love for our community.

The person in the Event Support role will ensure seamless execution of events, pop-ups, and activations on site. With a keen eye for detail and a commitment to exceptional customer service, they will oversee every aspect of event setup, operation, and takedown, ensuring all event needs are met. This person will play an essential role in shaping a positive experience for the community, partners, and stakeholders. If you are eager to build genuine connections and to work with a diverse team of fun and friendly individuals, we encourage you to apply.

The Event Support is someone who:

- Is community oriented, open-minded, and excited about building connections.
- Has exceptional time management and organization skills, and a keen eye for detail.
- Can navigate a variety of computer software, including Microsoft Excel.
- Communicates clearly and concisely, both written and verbal, while maintaining a hospitable tone.
- Has a minimum of 2 years experience in customer service and event execution.
- Has post-secondary education in Events, Tourism, or Hospitality.
- Is able to work 8 hours on foot, in a variety of weather conditions, including heat, cold, rain, or snow.
- Has an open and flexible schedule and is available to work evenings, weekends, and holidays, to support a variety of event bookings.
- Is physically able to lift and move heavy (up to 50 pounds) of event related equipment around the site, supporting with event setup and takedown.

The Event Support role will support in all of the following areas:

- Administrative duties such as maintaining event account information, responding to inquiries, and acting as the primary point of contact for events.
- Operational support such as event setup and takedown, facility cleanup, equipment storage, and assembly.
- Logistical assistance such as coordinating logistics for events, managing inventory and supplies, and handling deliveries and shipments of event supplies.
- Technical support such as operating A/V equipment and troubleshooting issues.
- Building relationships, both internally and externally, to foster genuine connections.

Please email hr@theforks.com with a cover letter and resume to apply. Application deadline is Sunday, May 5, 2024. Successful applicants will be contacted for an interview by Friday, May 10, 2024. We thank all applicants; however, only those selected for further consideration will be contacted.

The Forks is the city's meeting place, open and accessible to all. We want our team to be reflective of the community we are honoured to call home. We are actively seeking a diverse mix of talented people who want to do their best work.

The Forks North Portage as an employer is focused on equality and inclusivity in our hiring practices. We support diversity of race, gender, sexual orientation, physical or mental ability, religion, ethnicity, and nationality. We strongly encourage those who identify as BIPOC and/or 2SLGBTQ+ to apply.