

## Programming and Events Coordinator - Sparks Street BIA & Mall Authority

The Sparks Street Business Improvement Area (BIA) & Mall Authority is seeking a Programming and Events Coordinator. The successful candidate will oversee and develop programming and events that enhance the pedestrian experience on Sparks Street. The ideal candidate would work to ensure events are strategic, creative, fun, successful, and cost-effective — ultimately driving traffic to Sparks Street in support our valued visitors, merchants, residents and vendors.

Reporting to the Executive Director and working in a small team, the Programming and Events Coordinator is, above all, a projects manager who can create and execute a year long organizational plan featuring multiple events and ongoing programming element generating high quality results.

Responsibilities include:

- Management of all BIA events including Ottawa Ribfest, Ottawa International Buskerfest, and Poutinefest from start to finish according to organizational requirements, target audiences and strategic objectives
- Assist third party organizers in producing successful events that conform to Sparks Street policies and procedures
- Establish budget for each event as set out in the yearly budget and ensure fiscal compliance
- Source and negotiate with contractors, vendors and third party suppliers
- Produce post event reports for each activity. Analyze each event for its successes and challenges that require attention
- Along with the Communications Manager and Executive Director, create, curate, monitor and manage published content (images, video and written) on Spark Street's media channels
- Assist in the supervision and hiring of all event staff
- Assist Site Manager with traffic management and general site maintenance as required
- Other duties as required

Requirements:

- Post secondary degree/diploma and/or related experience in Event Planning, Public Relations, Marketing, Hospitality Management or related field
- Proven ability to successfully manage events and programming within a budget
- Ability to work under pressure and rigid timelines
- Availability to work evenings and weekends
- Knowledge of trends in event management
- Intermediate+ proficiency in MS Word, PowerPoint, Excel and Outlook
- Outstanding verbal and written communication skills
- Excellent organizational skills and attention to detail
- Client-service orientated
- Team player
- Willingness to learn and to be adaptable in a constantly changing environment
- A valid Ontario unrestricted "G" class driver's license (or provincial equivalent)
- Knowledge of proper methods of lifting, loading and stacking heavy materials
- Ability to work outside in a variety of weather conditions
- Bilingual preferred

This is a Full Time salaried position requiring evening and weekend availability. Salary \$41,000 to \$45,000 based on successful candidates' knowledge and experience. Health benefits offered after completion of probation period. We thank all applicants for their interest but only those selected for an interview will be contacted.

Send resume to: Kevin McHale ([kevin@sparkslive.com](mailto:kevin@sparkslive.com))