Events Assistant - 2024 Summer Term Position

The Downtown Winnipeg BIZ promotes, cares, and advocates for a vibrant and inclusive downtown where business thrives and people are drawn to work, live, shop and explore. We host events throughout the year and work to beautify our downtown, improve cleanliness, safety, and help make it easier to get around. Our downtown is on Treaty No. 1 territory and the National Homeland of the Red River Métis.

Working closely with our Events & Programming Specialist, the Events Assistant plays a key supporting role in planning and executing a wide variety of diverse events that bring our downtown community to life. This position offers a unique opportunity to not only contribute your skills and creativity to the success of our events, but also to expand your expertise under the guidance of our experienced Events & Programming Specialist. Join the Downtown Winnipeg BIZ this summer and be part of the team dedicated to creating unforgettable experiences in the heart of our city.

Term Period: May 1 - September 16, 2024 (flexible end-date)
Wage Range: $15.75 - $17.35 depending on experience
Position: Full-time, 35 hours per week

Responsibilities:
- Assist with planning and executing Downtown Winnipeg BIZ events such as: Downtown Tours, Patio Fest, Downtown Sounds Concert Series, Downtown Farmers’ Market, and more
- Assist with the Food Currency Program as part of the Downtown Farmers’ Market
- Assist in the coordination of contractors, suppliers, and performers
- Assist with event set up and take down as needed
- Provide support for other BIZ departments (specifically with infrastructure transport and set up)
- Review submitted events and manage the event calendar on the Downtown Winnipeg BIZ website
- Attend related meetings, events and functions
- Other administrative work as required

Qualifications:
- Training and/or post-secondary education in a related field, or an equivalent combination of education and experience in event management is considered an asset
- Possess a positive attitude with strong interpersonal and customer service skills
- Strong organizational and planning skills. Must be able to plan, prioritize, and coordinate work and resources while working independently
- Proficient in Microsoft Office Suite including Outlook, Excel, Teams and Jotform
- Valid Class Five Drivers’ Licence
- Understanding of Safe Work procedures and practices

Conditions of Employment
- Ability to work in all weather conditions
- Ability to work days, evenings and weekends are required
- Physically capable of performing the duties and responsibilities of the position including extensive walking and lifting up to 50 lbs
WORK ENVIRONMENT & CULTURE

The Downtown Winnipeg BIZ embodies a culture of collaboration and customer service. We have a diverse team who are encouraged to provide input and participate on committees to inform workplace values and influence the culture and environment. Working in the heart of downtown, we take time to enjoy the amenities and community around us; through participation in our own programs, staff celebrations, and the numerous events located downtown. We offer a 35-hour work week, subsidized transit passes, “Furry Fridays” (bring your pet to work days) and early access to information about fun things happening in the heart of the city! Our organization’s success is powered by our passionate team. Downtown is moving forward – be a part of the team at the centre of the action!

The Downtown Winnipeg BIZ is committed to equity, diversity, and accessibility in the workplace. We strive to have a team that reflects our downtown, where diverse abilities, backgrounds, cultures, identities, languages and perspectives are valued and drive a high standard of service and innovation. We encourage candidates to speak to this in their application.

To Apply:
- Please submit your resume and a brief cover letter to careers@downtownwinnipegbiz.com (include the position title in the email subject line to help us out)
- Tell us a bit about your event experience and your favourite thing about downtown Winnipeg!

Applicants should identify if they require accommodation during the competition process on a confidential basis. This posting is available in alternate formats upon request.

A couple of things to note: We thank all candidates for their interest, but due to the number of applications received, only those selected for an interview will be contacted. This posting will remain open until filled.