

Events and Programming Coordinator

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, promote downtown, keep the neighbourhood clean and attractive and are a voice for the downtown community. Our downtown is on Treaty No. 1 territory and the National Homeland of the Red River Métis.

Reporting to the Director, Marketing, Engagement and Communications, the Events and Programming Coordinator is responsible for creating and executing a broad range of strategic events, tours and activities in public and/or private spaces downtown. This position is primarily responsible for event, programming and tour planning, coordination, execution and collaborating on promotion.

The ideal candidate is a detail-oriented event organizer with a proven track record of project management, an innovative thinker and a collaborative team player who is passionate about Downtown Winnipeg.

KEY RESPONSIBILITIES:

- Develop effective and innovative events, programming and tours to draw and engage audiences with the downtown neighbourhood and with Downtown Winnipeg BIZ members.
- Lead the planning and execution of Downtown Winnipeg BIZ's signature events, including but not limited to the Downtown Winnipeg Farmers' Market, Downtown Sounds Concert Series, Downtown Family Movie Nights, the annual Downtown Spring CleanUp and the Downtown Winnipeg BIZ Annual General Meeting (AGM).
- Collaborate with the Marketing, Engagement and Communications team to promote Downtown Winnipeg BIZ and other downtown events.
- Lead the planning and execution of downtown Winnipeg tours, including coordinating Downtown BIZ members and participants.
- Manage event and tour budgets including assisting with financial projections.
- Identify KPIs such as tracking event and tour attendance to measure success.
- Manage the Downtown Winnipeg BIZ's Host It grant program.
- Support content development and input for the Downtown Winnipeg BIZ's website and social media platforms.
- Collaborate with the Public Realm team to create activations that enhance their projects.

QUALIFICATIONS:

- Relevant post-secondary education in event planning, marketing, communications, or related discipline.
- 2+ years of experience in event planning, community engagement or related industry.
- Proven ability to develop and execute small to large-scale events.
- Strong ability to manage a budget and make financial projections.
- Strong verbal and written communication skills to build internal buy-in for event recommendations and relay event details and requirements to internal and external participants.

- Excellent organizational skills with the ability to multi-task and manage competing priorities.
- Excellent customer service and relationship-building skills with internal and external stakeholders.
- Understanding of creating events to meet strategic objectives, while keeping in mind an audience's needs, inclusion and accessibility.
- Experience in administering a grant program is considered an asset.
- Enthusiastic self-starter with the ability to quickly learn and understand concepts, problem solve, take ownership, and manage work with minimal supervision.
- Knowledge of CMS, social media platforms and Microsoft programs (Word, Excel and PowerPoint).

WHAT WE OFFER

- A 35-hour work week, subsidized transit passes, "Furry Fridays" (bring your pet to work days), and early access to downtown events.
- A collaborative team environment that values diverse perspectives and input.
- Opportunities for professional growth and development.
- Ability to work in the heart of our beautiful downtown where you can enjoy the amenities and community around you, including participation in our own programs, staff celebrations, and numerous downtown events.

OUR CULTURE

The Downtown Winnipeg BIZ embodies a culture of collaboration and customer service. We have a diverse team that is encouraged to provide input and participate on committees to inform workplace values and influence the culture and environment.

If you would like to learn more about all the wonderful things we do at the BIZ visit our website:
<https://downtownwinnipegbiz.com>

HOW TO APPLY

QUALIFIED CANDIDATES should submit their cover letter and resume with salary expectations to careers@downtownwinnipegbiz.com. Please include the position title in the subject line. Please be advised only those selected for an interview will be contacted. **This posting will remain open until suitable candidates have been selected.**

Please note that all applications must include a cover letter.

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.

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