



THE CANADIAN CANOE MUSEUM
LE MUSÉE CANADIEN DU CANOT

Events Coordinator

The Canadian Canoe Museum, Peterborough ON

The Museum

On behalf of the people of Canada, The Canadian Canoe Museum stewards the world's largest and most significant collection of canoes, kayaks and paddled watercraft. More than 600 in number, the craft and their stories of national and international significance have a pivotal role to play in our collective present and future. Our highly-dedicated staff and 100+ volunteers work together to inspire curiosity, connection and new understanding, with a vision of bringing Canadians closer to the land and to each other.

The Opportunity

The Events Coordinator is responsible for managing the Museum's facility rental portfolio as well as coordinating logistics for public and fundraising events both at the Museum and off-site. This person will be highly organized, detail-oriented with a willingness to keep a flexible schedule, including weekend and evening work. Excellence in this role will be measured both by the experience that rental clients and event attendees have at the museum's events and by the growth, diversity and professionalism that is achieved in these portfolios. This position involves close coordination and collaboration with Museum colleagues across many departments, as well as supervision of part-time event staff that are brought in to work events and rentals on an as-needed basis. This position also presents a unique opportunity to advise on the planning and promotion of the new museum's facility rental spaces.

KEY RESPONSIBILITIES

Facility Rentals & Weddings

- Coordinate all aspects of the fee-for-service uses of the Education Room and other Museum spaces which includes:
 - Serve as main point of contact for renters from the date of initial inquiry through post-rental follow-up, including being available for evening and weekend planning meetings and site visits
 - Complete facility rental contracts, event timelines and booking forms
 - Invoice and process payments with accurate tracking
 - Set up, tear down of CCM facility equipment including AV as required
- Work closely with Programs Registrar and other colleagues to coordinate bookings so as to meet museum-wide revenue goals and mandated priorities
- Identify opportunities for promotion and publicity for the rental spaces at the museum and work with the Marketing and Community Relations Manager to support all promotional opportunities, including contribution to website, newsletter and social media content and the coordination of print/digital promotional materials
- Promote the rental space at wedding and/or event planning trade shows



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- Seek out new markets for the museum's facility rental spaces with a goal to both increase revenue and broaden the museum's visitor base through rentals
- Maintain a current knowledge of local wedding and facility rental market and industry trends and best practices, to identify areas for growth or improvement
- Hire, supervise, support and evaluate the Events Staff team
- Ensure that risk management practices are in place and followed within the facility rental portfolio
- Plan and manage the facility rental budget
- Maintain an accurate database of clients and communications
- Report on rental portfolio for annual report, board meeting support documents and other internal and promotional needs as required

Event Coordination

- Work closely with Director of Programs, the Development team and other colleagues depending on the nature of the event to ensure a high level of visitor satisfaction and that event goals are met
- Work closely with Director of Programs, coordinate a number of public events, member events and other special events including but not limited to Wipper Lecture, Luste Lecture, Jack Matthews Fellowship, Night at the Museum, Lock and Paddle, and Annual General Meeting
- Assist with the coordination of the Museum's internal meetings and events, including Board meetings, partner/committee meetings, announcement/press events
- Work closely with the Development team to assist with the coordination of the Museum's annual fundraising events including Beaver Club Gala, Cocktail Event, Paddling Film Fest, and Touch a Truck
- Coordinate necessary components of all events including but not limited to vendor contracts, food and beverage service, Special Occasions Permits, alcohol purchase, caterers, and event staff
- Manage bar sales at events
- Set up and take down of events including managing tech and sound
- Identify opportunities to expand and diversify public event programming in support of increased visitor engagement and attendance
- Manage specific public event budgets

Fee for Service Use of Exterior Spaces

- On an as-needed basis, coordinate the short-term use agreements for the Museum's parking lot and back building, which includes providing clients with appropriate paperwork, taking and tracking payments, and dealing with client's incoming and outgoing vehicles and/or canoes

Other Duties as required and assigned



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Relevant Skills and Qualifications:

- Completion of a Post-secondary degree or equivalent
- Excellent written and verbal communication skills
- Ability to effectively coordinate multiple projects, deadlines and priorities
- 2 + years of work experience coordinating events and in the field of customer/visitor service and/or hospitality
- Willingness to go above and beyond to ensure client satisfaction, excellent guest experience, and flawless event execution
- Proven experience with Occupational Health and Safety, WHMIS
- Working knowledge of Ontario Liquor License and Smart Serve regulation
- Proficiency with Microsoft Office applications required, (Outlook, Word, Excel, and Power Point), with Adobe Creative Suite an asset
- Valid Ontario drivers license and vehicle required (compensated for mileage)
- Experience with developing marketing materials (social media posts, print materials)
- Experience developing and/or managing a rentals or events budget
- Experience with risk management awareness for a facility and events
- Confidence and familiarity with audio-visual, videography, event photography, video-conference set up, photo editing
- Experience with a mission-driven organization
- Comfort and competence with public speaking
- Demonstrated experience as team player
- Strong leadership skills and demonstrated ability to manage a small staff team
- Proven ability to listen attentively, resolve conflict and diffuse anger
- Detail-oriented and hard-working, with a roll-up-your-sleeves attitude
- Food Handling certification is an asset

If you would like to be part of our dynamic and dedicated team, please email a covering letter and your confidential resume to Director of Programs, karen.taylor@canoemuseum.ca by 5:00 p.m. on February 28, 2019.

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted.