



Corporation of the Town of Kirkland Lake

Heritage North

Requires an

EVENT WORKER

Part-Time / Non-Union

JOIN OUR TEAM AT HERITAGE NORTH. WE PROVIDE THE PEOPLE OF KIRKLAND LAKE AND AREA WITH A FIRST CLASS VENUE TO MEET FOR BUSINESS AND ENJOYMENT, WHILE CELEBRATING THE COMMUNITY'S UNIQUE HERITAGE. WE ARE SEEKING MOTIVATED, SELF-STARTERS TO JOIN OUR TEAM AS AN EVENT WORKER, SERVICING CONTRACTED RENTALS AND IN-HOUSE ORGANIZED EVENTS.

Position Overview:

- Pre-event preparation: set-up of room(s) to meet the requirements of an event, including but not limited to set-up of tables and chairs, tableware and linens, helping with audio-visual equipment, placing decorations, setting out materials and equipment as required by the client.
- Event management: ensuring that the event proceeds in a safe and well organized manner, including but not limited to managing guest entrance/exits, liaising with client and contracted services, ensuring appropriate policies and procedures are being followed.
- Post event take down: ensuring the event is properly and safely dissembled and the facility returned to its original condition, including but not limited to putting away tables and chair, tableware and linens, decorations and materials, washing dishes and general cleaning, inventorying and examining rental items to ensure all facility property is returned intact and any damages properly documented.
- Attending training and staff meetings as required, greeting guests and housekeeping duties.
- Other duties as required.
- **Hours of work:** The hours of work will vary and include weekdays, weekends, and evenings. Shifts are based on the facility's event schedule.
- **Compensation:** \$14.94 per hour. A shift premium of \$.86 will be paid for events occurring on the weekend and after 5 p.m. on weekdays

Minimum Qualifications:

- Minimum Grade 12 or equivalent. Previous experience in the customer service industry.
- Must be 19 years of age or older. Able to work flexible hours, including evenings and weekends as required.
- Must be physically fit and able to perform all activities in the work environment (some heavy lifting, working from heights, kneeling, bending, prolonged periods of standing, etc.).
- Must clear Vulnerable Sector Check

Qualified candidates are invited to submit their résumé (complete with references and covering letter) in confidence to:

Human Resources Coordinator
Town of Kirkland Lake
PO Box 1757
Kirkland Lake, ON P2N 3P4
E-mail jobs@tkl.ca
Fax 705-567-4707

We thank all applicants for their interest, however only those under consideration will be contacted.

Personal information submitted is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of the candidate's selection.

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER
ACCOMMODATIONS FOR JOB APPLICANTS WITH DISABILITIES ARE AVAILABLE ON REQUEST**