Program and Event Coordinator

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Office, Clerical and Technical
Position covered by the Collective Agreement with USW Local 4120

Program and Event Coordinator

Dean’s Office, College of Arts

Temporary full-time from October 15, 2018 to October 14, 2020

Hiring #: 2018-0486

Please read the Application Instructions [1] before applying

This new role provides crucial administrative support for events, conferences, and performances that are part of the regular academic operation in the College of Arts, with emphasis on the unique performance programming in the Fine and Performing Arts and Digital Humanities. Support encompasses the following activities: logistics, scheduling and reservations, planning and communication, set-up/tear-down, promotion, finance and other administration.

The incumbent also provides support for communications and administrative functions, such as website updates, the development of digital and print promotional material and equipment cataloguing. Providing back up, high-volume and special project support such as inventory control, expense claims, equipment decommissioning/loaning, and performer contracting, the Program and Event Coordinator plays an important role in providing operational support for academic activities. The Program and Event Coordinator also supports the central communications team as needed and ensures strong ongoing communication between the Dean’s Office and academic units in order to widely promote college events and academic activities.

Requirements of the position:

- One year community college in a related field (two year community college preferred) and one year experience in event management, financial and office administration or an equivalent combination of education and experience
- Excellent time management skills; able to work independently to manage and prioritize concurrent projects to meet key deadlines
- Commitment to customer-service excellence; flexible and adaptable to respond to changing project requirements or client needs
- Exceptionally detail-oriented and organized
- Basic technical knowledge (Office 365, website content management systems, social media applications, event registration software)
- Excellent written and oral communication skills, including strong interpersonal and networking skills
- Experience with promotion and marketing of events and programs
- Able to build relationships to promote ongoing engagement and generate a sense of excitement and community
- A team-player capable of working in a collaborative environment
- A friendly, professional demeanor; able to liaise with high-profile alumni, guests, community members, and other internal and external clients
- Demonstrated problem-solving skills and initiative, with a focus on continuous improvement
- Knowledge and proficiency in Arts and Humanities programming and university systems and...
policies would be a strong asset

Classification: USW, Local 4120 Salary Band 4*
Normal Hiring Range: $22.79 - $25.47 per hour

*Tentative evaluation

At the University of Guelph, fostering a culture of inclusion [2] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2018 10 01
Closing Date: 2018 10 09

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/program-and-event-coordinator

Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply