



<b>Job Title</b>	<b>London Farm (Richmond) Special Events Coordinator</b>
<b>Schedule</b>	11 weeks Approximate start date <b>June 5, 2023</b> Hours of Work: 35hrs/week Flexible schedule includes weekend day/s
<b>Job Status &amp; Wage</b>	Canada Summer Jobs Grant Position Summer Leader III Wage \$21.79/hour

### **POSITION OVERVIEW**

The London Heritage Farm Society is seeking an enthusiastic, self-motivated individual whose primary role will be the planning and coordination of London Farm’s Summer Family Farm Day. In addition, you may be involved in the planning, organization, execution, and support of various other smaller special events. You will enjoy working with the public and interact with the public in heritage settings and providing information and assistance when required.

#### **Event planning:**

- Research vendors (catering, decorators, musicians etc.) and choose the best combination of quality and cost.
- Negotiate with vendors.
- Manage all event operations (preparing venue, invitations etc.) including marketing.
- Do final checks at the day of the event (e.g. tables, technology) to ensure everything meets standards.
- Oversee event happenings and act quickly to resolve problems.
- Evaluate the success of each event and write and submit reports in a timely fashion.

#### **Event and Site Assistance:**

- Other duties as required; including the possibility of working in a gift shop.
- Help with monthly tea services. Including set up, help during service and where needed.
- Oversee event happenings and act quickly to resolve problems.

### **EDUCATION AND EXPERIENCE**

Completion of Grade 12 or equivalent. Experience in the organization and coordination of special events.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Strong organizational skills.
- Experience in organizing and managing special events.
- Possess an outgoing and friendly personality and be willing to engage with public.
- Knowledge of retail sales.
- Ability to understand and carry out oral and written instructions.
- Interest in, and knowledge, of local history.

- Ability to effectively prioritize workflow, multitask, and demonstrate organizational ability.
- Ability to work well under pressure and deal with stressful situations with professionalism.
- Ability to use Google docs and Microsoft Suite.
- Strong problem solving and communication skills including ability to make decisions independently.
- Ability to courteously and effectively deal with the public in providing information and assistance.
- Ability to work both independently and interdependently while exercising sound judgement and initiative.
- Ability to successfully clear a Police Information Check.
- Capacity to do manual labour including weeding and fruit picking for hours at a time.
- Experience supervising people is an asset.
- Ability to speak a second language and postsecondary education is an asset.

**APPLY**

Deadline for Application – **Noon, Friday, April 14<sup>th</sup>, 2023**

Please send a cover letter and resume to:  
Lucy Higgs-Lockie, Heritage Programmer  
City of Richmond, Museum & Heritage Services  
[Lhiggs-lockie@richmond.ca](mailto:Lhiggs-lockie@richmond.ca)  
[londonfarm@richmond.ca](mailto:londonfarm@richmond.ca)

*No phone calls please. Only those selected for an interview will be contacted*

**This position is dependent on funding by the Canada Summer Jobs program.  
Before applying for this position, please make sure you meet the 2023 Canada Summer Jobs program  
criteria for participation.**