

## **Job Title: Rental and Operations Coordinator**

### **Overview:**

Main aspects of this role include coordination of the West Niagara Fair and rental management. In this position you will be responsible for organizing and coordinating events hosted at our facilities, as well as managing the schedule and rental of event spaces to external clients. You will work closely with clients, vendors, and internal teams to ensure the successful planning and execution of a wide range of events. This is a part-time job with hours fluctuating based on need. Typical hours would be 20-30 hours per week with higher demand at fair time. This is a one-year contract with option to become permanent. Wage is \$25 per hour.

### **Responsibilities:**

#### **1. Rental Management**

- Manage the scheduling and rental of event spaces, horse stalls and camping hook ups to external clients.
- Maintain an up-to-date calendar of availability.
- Process rental inquiries, contracts, and payments.
- Ensure collection of required documentation for each rental.
- Coordinate with internal teams to ensure that event spaces are properly prepared and equipped according to rental specifications.
- Provide routine facility inspections to check for damages or repairs.
- Process damage payments as necessary.
- Act as main point of contact for all renters.

#### **2. Coordination of the West Niagara Fair**

- Source and secure all major vendors contracts i.e. portable toilets, bleachers, tents, etc.
- Register event with Township and Niagara Region Public Health.
- Collect all necessary documentation from food vendors and provide to public health.
- Apply for all necessary permits.
- Create application forms for food truck and market place vendors.
- Select vendors, process contracts, payments, and collect public health inspection reports.
- Assist with updating prize books.
- Act as main point of contact and coordinator of fair.

#### **3. Facility Management**

- Assist with the hiring and supervision of summer students.
- Oversee cleaning staff.
- Ensure all supplies are ordered in a timely manner to coincide with events i.e. cleaning supplies, drinking water, shavings, etc.
- Identify cost-saving opportunities.
- Schedule and facilitate all public health inspections.
- Schedule and oversee routine inspections and maintenance.
- Assist with budget creation as needed.
- Keep social media accounts up to date.

#### **4. Customer Service**

- Answer all incoming calls and emails and uphold the reputation of the West Niagara Agricultural Society through superior customer service skills.
- Use diplomacy in resolving any issues or concerns that may arise.

#### **Qualifications:**

- Proven experience in event planning, event management, or related roles.
- Excellent organizational, time management, and multitasking skills, with the ability to prioritize tasks and manage competing priorities.
- Ability to work independently with little supervision.
- Strong interpersonal and communication skills.
- Proficiency in Microsoft Office, Canva, Facebook and Instagram.
- Flexibility to work evenings, weekends, as needed to accommodate events and client schedules.

**Note:** This job description is intended to convey information essential to understanding the scope of the position and is not an exhaustive list of responsibilities, duties and skills required. Responsibilities and duties may change over time as necessary. Duties may change at the discretion of the board. Scope of position may be reduced at the discretion of the board.