



Event Support Staff

We are pleased to announce a new partnership with Loyalist College that provides and facilitates residence accommodation to anyone that needs it for the duration of the contract.

POSITION TYPE:

Type: Seasonal (minimum 16 hours/week)

Salary: \$22/hour

Reporting to: Event Supervisor and Manager of Programming and Event Services

Location: Picton, Ontario (onsite evenings and weekends required, primarily Wednesday, Friday and Saturday evenings during visitor season)

Start date: Monday, May 1, 2023

OVERVIEW:

This is a rare opportunity to join the founding team undertaking the revitalization of Base31, a new 70-acre cultural tourism destination under development as part of a larger 750-acre site in Picton, Ontario.

The Event Support Staff will be responsible for the on-site execution of Base31's events including concerts, celebrations, conferences, weddings and festivals in the 1,000-seat Drill Hall, 150-seat Sergeants Mess Hall, 100-seat Lecture Hall as well as the surrounding grounds and runways, with a focus on exceptional client and customer service.

This position will report to the Event Supervisor and Manager of Programming and Event Services and will be responsible for executing the front of house aspects of each event including set-up, parking, ticketing, crowd maintenance and cleaning. The position will also include pre-event meetings for each event with the Event Supervisor. Applicants must be willing to work late hours and able to work in a crowd, festival-style environment.

Finally, this part-time position can be combined with other part-time positions at Base31 with other departments such as Food and Beverage, Visitor Experience and Marketplace Experiences.

RESPONSIBILITIES:

Note: This list of responsibilities is not comprehensive, and the employee may be asked to perform tasks not listed here from time to time. These additional tasks are considered part of the employee's responsibilities and the employee cannot decline these tasks without valid reasoning acceptable to the organization.

Assist with the execution of Base31's events including but not limited to:

- Review event packages and attend all event briefings prior to each event.
- Participate in the set-up, tear down and clean-up of each event.
- Welcoming guests in a friendly and polite manner and directing them on where to park.
- Tending to guests' comfort, assisting them with any questions and informing them of the location of parking, washrooms, food, beverage, entrance and exits.
- Checking and scanning tickets.
- Assisting guests with disabilities or other impairments.
- Monitoring the guests' activity to ensure the safety of the event.
- Enforcing event rules and relevant health and safety regulations.
- Act as a positive representative of the organization in all conduct with external stakeholders.
- Model and promote workplace culture that engenders respect and supports equity, diversity and inclusion and reflects Base31's company values.
- Assist the Event Supervisor or Manager of Programming and Event Services in any other matters that arise.

QUALIFICATIONS:

- Two (2) years of experience in a role related to Event Coordination and/or Hospitality preferred.
- First Aid certification.
- Calm, polite, and professional behavior who is reliable and self-motivated.
- Strong written and verbal communication skills.
- A highly driven, detail-oriented approach to work.
- Ability to work evenings and weekends.

- Ability to lift items up to 25lbs and work in various weather conditions.

HOW TO APPLY:

Email your resume and cover letter to jointheteam@base31.ca in PDF format with the subject "Applying for Event Support Staff" Please do not call. Only successful candidates will be contacted as applications are received.

Base31 strives to be an equitable and inclusive workplace. We value an open and diverse community that fosters the inclusion of many different voices. We encourage applications from members of communities that have been marginalized based on sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, or status as an Indigenous person. Please advise us if you need accessibility accommodations to participate in this process.