

# Job Description: Events Coordinator



## Position Summary

The Discovery Passage Aquarium offers educational and interpretive programs for residents, schools and visitors highlighting the fascinating marine life of the Discovery Passage and surrounding waters. The events coordinator is responsible for the creation, planning, execution, and promotion of Aquarium and Explorer Lab events.

## Hours and Location of Work

Up to 20 hours/week. Depending on funding and availability, positions start in May and end on Labour Day. Part time employment may be available to select employees during the fall and winter months. Rate of pay is \$16.00 per hour.

The Discovery Passage Aquarium is located in Campbell River, BC.

## Job Duties and Responsibilities

The responsibilities of the events coordinator includes the following tasks:

### Events Coordination:

- Creation of events, coordinating with management and coworkers.
- Creation of a special events calendar on a monthly basis.
- Execution of on-average one event per week.
- Promotion of special events in the local community; liaising with radio shows, local paper, social media, etc.
- Other duties pertaining to events coordination as required.

## Qualifications

### Desirable Knowledge, Skills, and Experience

Candidates must be able to demonstrate:

- Experience with events coordination.
- Professional and friendly demeanor with demonstrated experience as a team member.
- Strong time management and organizational skills.
- Excellent interpersonal communications, presentation and public speaking skills.
- Ability to be creative and flexible with problem-solving skills.
- Strong language skills in English are required. A second language is an asset.

## **Eligibility**

To be eligible, applicants must:

- Must Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
- Complete a criminal record check for Discovery Passage Aquarium

## **Application Information**

Please send your resume and cover letter indicating how you meet the qualifications, skills and experience to [info@DiscoveryPassageAquarium.ca](mailto:info@DiscoveryPassageAquarium.ca) by the date shown on the job posting.

Thank you for your interest in the Discovery Passage Aquarium! Only those selected for an interview will be contacted, however, we thank all applicants for their submissions.