



Town of Midland – Job Posting

Position Title: Special Events Assistant(s)
Openings: Two (2)
Status: Seasonal / Student Full-time
Department: Corporate Services
Hours: 40 hours per week
Duration: April 28, 2019 – September 2019
Wage Rate: \$13.15 - \$ 16.16 per hour
Closing Date: **February 24, 2019**

The Town of Midland is a dynamic waterfront community of 17,000 located in “the Heart of Georgian Bay.” As a lower tier municipality within the County of Simcoe, Town of Midland delivers a full range of municipal services. Midland offers quality affordable living in a desirable part of the province. Work/life balance includes easy access to Georgian Bay along with four season recreational pursuits.

The Town is currently seeking two (2) Special Events Assistants for the 2019 Special Events listed below. These individuals will assist with administration, planning and day-of organization of festivals and special events. Assist with vendor and contest registrations; assist with volunteer recruitment, orientation and coordinator; prepare information for event map; working the events performing a number of duties. In addition, these roles will be learning how to co-ordinate and market events and festivals. Working with volunteers and engaging with the public/tourists. Working with artists, artisans, musicians and performers.

Our ideal candidate(s) are between the ages of 15 and 30, with an interest to gain the skills, work experience and abilities to transition successfully into the labour market, preference will be given to those enrolled in post-secondary education in event planning, tourism/recreation, marketing, and arts/culture, experience working with the public in a fast-paced environment. You will have excellent customer service and communication skills along with knowledge of the Town, its attractions and features including supporting businesses (accommodations, restaurants, etc.) as well as knowledge of boating and Georgian Bay. First Aid/CPR certification would be considered an asset.

APPLY IN CONFIDENCE TO:

Human Resources

575 Dominion Avenue, Midland, ON L4R 1R2

Email: hr@midland.ca

Phone: (705)526-4275

Fax: (705)526-9971

The Town of Midland is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the recruiting process. Please advise the Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. The Town of Midland is a scent sensitive environment and we ask all applicants to refrain from wearing scents should they attend our offices.

Note: We thank all applicants that apply and advise that only those to be interviewed will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act 2001, S.O. 2001, c. 25*, and will be used for the purpose of candidate selection.

Midland - 2019 Special Events

Date	Event
May 8, 2019	Candlelight Tribute
June 1, 2019	Kids Fishing Derby
June 5, 2019	Pearl Mist
June 8, 2019	Ontario's Best Butter Tart Festival/POTD
June 18, 2019	Pearl Mist
June 27, 2019	Pearl Mist
June 28 - 30, 2019	Northern Heat Rib Series
July 1, 2019	Canada Day
July 10, 2019	Pearl Mist
July 19, 2019	Pearl Mist
August 1, 2019	Pearl Mist
August 9 -11, 2019	2019 Tall Ships Challenge Ontario Tour
August 10, 2019	Pearl Mist
August 17 - 18, 2019	Tugboat Festival
August 23, 2019	Pearl Mist
August 24, 2019	Pearl Mist
September 6, 2019	Pearl Mist
September 28, 2019	Midland's 1st Annual Busker Festival

POTD - Party on the Dock