

Special Events Coordinator

This position is pending funding by the Government of Canada – Canada Summer Jobs program.

Location:	Clayworx: Ceramic Art Learning Centre, 664 Dundas St. London ON
Salary:	\$19.00/hour
Working Hours:	35 hours/week
Start Date:	May 5, 2025*
End Date:	Aug 22, 2025
Duration:	8 Weeks

* start date negotiable as long as 8-weeks is fulfilled by end date

ELIGIBILITY REQUIREMENTS

- be between **15 and 30 years** of age at the start of the employment.
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*²; and,
- be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

JOB DESCRIPTION:

Clayworx is seeking a Special Events Coordinator to deliver all aspects of special events planned during their tenure and to assist in administrative duties as needed. The Special Events Coordinator will play an integral role in developing relationships with volunteers and community organizations for co-delivering events.

The successful applicant will work closely alongside the Program Manager as well as the Communications and Marketing Coordinator to be mentored and assigned daily tasks and responsibilities related to event development and delivery.

The youth will be encouraged to identify challenges and evaluate solutions, thereby gaining significant problem-solving and leadership skills. The Program Manager as well as the Communications and Marketing Coordinator will provide supervision and mentorship for the youth to utilize the theories and lessons learned from their education and experience to expand their knowledge base.

RESPONSIBILITIES:

- Assist with and participate in the design of events or project concepts
- Coordinate all aspects of events:
 - Meet with stakeholders (members, volunteers, Board of Directors, community organizations and local businesses) to promote and discuss special events
 - Coordinate services, such as event space booking, catering, entertainment, accommodations, AV equipment, signage, printing, and any other special needs
 - Organize and manage data such as monitoring registration of participants, preparing programs and promotional material, publicizing events
 - Lead the delivery of the event - schedule volunteers and activities, room layouts, etc.
 - Help to create a strategic plan for future events

REQUIRED QUALIFICATIONS:

- Education or experience in event design, development, or delivery.
- Previous customer service or public-facing experience: ability to be tactful, discreet, and to problem-solve.
- Ability to handle multiple tasks, be detail oriented, and prioritize appropriately.
- Highly organized and able to communicate both verbally and through written work in a clear manner.
- Strong interpersonal skills and proven ability to build relationships.
- Ability to lift and carry heavy materials, such as 30-50 lbs box of clay occasionally.

PREFERRED QUALIFICATIONS:

- Previous experience in a ceramics studio or an art-making environment.
- Previous experience working in hospitality, tourism, event, or conference planning.

AVAILABILITY:

Most hours will be worked Monday to Friday, but some evening and weekend availability may be required based on event schedules.

APPLICATION REQUIREMENTS:

In a single PDF file (max size 5MB), please include:

- Cover letter.
- Resume (Optional C.V.).
- Reference list (required) or Reference Letters (optional) – include full names, relationship to you, contact information.

Please send your application to the attention of the Studio and Facilities Manager at Clayworx via email to technician@clayworx.ca

Clayworx is an equal opportunity employer committed to fostering a diverse and inclusive work environment. We welcome applications from all qualified candidates and encourage Aboriginal peoples, visible minorities and people with disabilities to apply. Any request for accommodation will be considered throughout the hiring process.

We thank all interested applicants. Please be advised that only those selected for an interview will be contacted.

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Application Deadline: Sunday April 27, 2025