



Kensington Market BIA
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JOB POSTING - KENSINGTON MARKET EVENT COORDINATOR

About Kensington Market

Cherished by Torontonians and visitors alike, Kensington is a thriving open-air marketplace, representing a richly multicultural and eccentric neighbourhood in the core of downtown Toronto. Our Kensington community is a colourful and eclectic mix of residential and commercial blocks, well known for its unique and independent spirit, vibrant murals, charismatic locals, Pedestrian Sunday events, and over 240 local and independent shops and businesses with specialty items from all over the globe.

Job Description

The Kensington Market BIA is seeking a candidate who will lead the coordination and planning of Toronto's beloved Pedestrian Sundays. Overseeing all aspects of the event's planning and management for 6 Sundays (May - October, last Sunday of the month)

Responsibilities

- Lead for executing, managing, organizing, and scheduling of PSK
- Responsible for all printing/flyers and notices; designing posters, creating notices etc.
- Organizing volunteer staff, BIA board members etc. for the delivery of printed flyers/notices to residents & businesses
- Managing, scheduling, ordering of all traffic preventions for each PSK event
- Communicating with CST (Clean Streets Team) for all of PSK event regarding waste management
- All programming for PSK
- Organizing volunteers for the day
- Attending and providing updates at all Monthly BIA board meetings until the end of PSK season.
- Attending all event sub-committee meetings as it relates to PSK
- Responsible for street closures; relating to traffic prevention, local traffic follow through, towing, policing, parking etc.
- Responsible for all application of permitting; noise, street events etc., relating to PSK events
- Responsible for all media, marketing for PSK; to deliver all final materials relating to PSK for social media and KMBIA website to KMBIA
- Responsible for collecting and ensuring all invoices / statements are delivered to KMBIA
- On-site management day of the events for the 6 Sundays
- Provide an information session; help inform the community of necessary PSK changes/updates

Special Consideration

Extensive event experience and planning is required.

The position is an independent contract position, without deductions, paid at a monthly rate to be determined on level of experience.

To apply, please submit Cover Letter and CV to Board Member
David Beaver, Wanda's Pie in the Sky
dfbeaver@yahoo.ca