

YONGE + ST. CLAIR

Yonge + St. Clair Business Improvement Area Site Manager

Application Deadline: Monday, July 31st, 2023 at 5:00 pm EST

Hourly Rate: \$22/hour **Please note that this is a contract position**

Terms: Contract, 100 hours, August 8 - 30, 2023

Event Days: Thursday, August 23 - Sunday, 11:30 AM-11: 30 PM

About

The Yonge + St. Clair is excited to be launching a new summer signature event called LIVE @ Yonge + St Clair. An outdoor venue will be transformed into a trendy entertainment space to host feature films on a large-scale projection screen and sound system at sunset. Live performances and interactive audience programming based on iconic films will be presented over 4 consecutive days in August.

Opportunity

The Site Manager is a natural born leader. They are outgoing, resourceful, and thrive in a fast paced, upbeat setting. The Site Manager will wear many hats and is responsible for the overall onsite operation of the event. Leading a team of third party suppliers, staff and volunteers, the Site Manager is an events veteran who can offer inimitable service skills and valuable industry experience.

Responsibilities

- Manage day-to-day operations of the site, ensuring smooth functioning and efficient workflow
- Provide administrative support, such as filing documents and organizing schedules
- Lead the recruitment, selection, training and supervision of event volunteers
- Liaise with third party contractors/ services and supervising their requirements and logistics
- Supervise the operations of the event and tending to any incidents or queries
- Communicate and enforce all security regulations and protocols
- Respond to guest inquiries and requests in a timely, friendly, and efficient manner
- Some heavy lifting required – must be comfortable and have the ability to lift up to 25lbs
- Event will take place outdoors in all weather. Must be comfortable working outdoors for extended periods of time.
- Willing to work on a flexible schedule including evenings and weekends as required for the completion of key project goals

Skills and Qualifications

- Working towards a degree in events management, hospitality, or other relevant training/industry

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- Experience as a venue or event manager is preferred
- Excellent customer relationship management skills
- Proficient in data entry and maintaining accurate records
- Knowledge of facilities management principles and practices
- Strong administrative skills, including file organization and scheduling
- Attention to detail and ability to multitask effectively in a fast-paced environment
- Ability to multitask and remain calm in stressful situations
- Sound knowledge of safety measures and risk management strategies
- Superior communication; written, oral and interpersonal skills with the ability to work and communicate effectively with various stakeholders at a professional level
- Organized self-starter, creative, with a results-oriented mindset

Apply

Submit a cover letter and resume with the subject line “**Site Manager (Your Full Name)**” to info@yongestclair.ca no later than **5:00 pm EST** on **Monday, July 31, 2023**.