

## **Contract Position | Upper Village BIA Toronto, Ontario**

The Upper Village BIA is seeking an organized and detail-oriented **Event Logistics Coordinator** to support the planning and execution of our new weekly event series: **It Takes a Village**.

This role is ideal for someone with experience in event coordination who can manage vendors, permits, and on-the-ground logistics to ensure a smooth and successful event each week.

## **About It Takes a Village.**

It Takes a Village afternoons is a recurring community-focused event designed to bring more foot traffic to the neighbourhood, support local businesses, and create a lively, welcoming atmosphere along the Upper Village.

## **Key Responsibilities**

The Event Logistics Coordinator will:

- Coordinate with vendors, food providers, and participating businesses
- Manage vendor onboarding, communication, and scheduling
- Assist in securing permits and ensuring compliance with City requirements
- Liaise with City departments, partners, and stakeholders as needed
- Develop site layouts and logistical plans for each event
- Coordinate equipment needs (tents, tables, signage, etc.)
- Support event setup and teardown on-site
- Troubleshoot issues during event days
- Ensure health, safety, and operational standards are met
- Work closely with the BIA team to execute the event vision

## **Qualifications**

- Experience in event coordination, event production, or logistics
- Strong organizational and project management skills
- Experience working with vendors and external partners
- Familiarity with permits and municipal processes (or willingness to learn)
- Ability to problem-solve quickly in a live event environment
- Strong communication and coordination skills
- Ability to work event days

## Nice to Have

- Experience with street festivals, markets, or BIA events
- Existing relationships with vendors or local businesses
- Knowledge of Toronto event permitting processes
- Experience with site planning or event layouts

## Role Details

- Contract position (seasonal, aligned with event schedule)
- **On-site presence required during event days in the afternoons**
- Flexible planning hours + event-day execution
- Compensation based on experience and scope

## How to Apply

Please submit:

- Resume
- Brief description of relevant event experience
- Examples of events you've worked on (if available)
- Availability

Email: [hello@uppervillageto.com](mailto:hello@uppervillageto.com)

Deadline: **June 1, 2026**