

# Events and Facility Rental Coordinator (Term)

## College and Public Relations

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email.

An eligibility list may be created for similar casual, part-time, full-time, and term positions

## DUTIES

Reporting to the Manager, Corporate Events and Operations, the Events and Facility Rentals Coordinator will be responsible for the management and execution of key senior level events at RRC Polytech, while also providing oversight and guidance on other key college-wide activities, including donor receptions, media events, news conferences, and ceremonies in addition to assisting with the coordination of event space at RRC Polytech's Exchange District Campus and Notre Dame Campus.

This will include working with internal and external clients and stakeholders in order to coordinate both in-person and virtual events that not only showcase RRC Polytech, but also support our efforts as it relates to student success, alumni engagement, fundraising initiatives, commercial filming, and external rentals. This position will be required to demonstrate leadership and guidance on committee lead events where there are multiple leaders on the overall project. This person will also provide guidance and advice to smaller events but will not be responsible for its overall success.

## REQUIRED QUALIFICATIONS

- Diploma in communications or public relations, business administration, hospitality and tourism management; an equivalent education, training and experience in event management may be considered
- Experience planning post-secondary, alumni, donor, and key stakeholder relations events
- Experience working with senior leaders, volunteers, boards, and other internal and external stakeholders in the execution and management of events
- Experience planning and managing event budgets
- Experience utilizing finance and budget systems for invoicing
- Experience using software to manage internal and external event space bookings
- Ability to work under tight timelines and with minimal supervision
- Ability to work under pressure and manage multiple events at any given time
- Demonstrated experience in building relationships
- Effective written communication skills
- Effective verbal communication skills
- Experience planning and executing events
- Experience working with third-party clients and vendors
- Demonstrated understanding of food and beverage requirements as it relates to events
- Experience building a respectful workplace culture that promotes diversity, learning and continuous improvement

## ASSETS

- Smart Choice certification through the Liquor, Gaming and Cannabis Authority of Manitoba

## CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends

RRC Polytech campuses are located on original lands of Anishinaabe, Cree, Oji-Cree, Dakota, and Dene peoples, and on the homeland of the Métis Nation.

## COMPETITION NUMBER

2023-011

## CLOSING DATE

February 7, 2023

## SALARY

\$52,465 - \$71,851 per annum

## POSITION LOCATION

Exchange District Campus  
(Winnipeg, MB)

## POSITION TYPE

Full-Time, Term Position Available  
As soon as possible up to  
March 29, 2024

## APPLY ONLINE AT

[rrc.ca/careers](https://rrc.ca/careers)

RRC Polytech is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits and the opportunity for personal and professional growth in a rewarding career.

At RRC Polytech we are committed to fostering an inclusive environment, where all employees and students feel valued, respected and supported. We aspire to have a workforce that is representative of the diversity within our communities, and welcome applications from women, Indigenous Peoples, persons with disabilities, racialized persons, persons of the 2SLGBTQIA+ community and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

If you require this information in an alternate format, please contact [humanresources@rrc.ca](mailto:humanresources@rrc.ca).



RRC Polytech is committed to providing accessible employment, and ensuring that our recruitment, assessment and selection process is barrier free. If a candidate requires accommodation during the hiring process, Human Resources Services will work with the individual to meet their needs. We thank all applicants for their interest, but only those selected for an interview will be contacted. For more information and other employment opportunities, visit [rrc.ca/hr](https://rrc.ca/hr)