



Event Coordinator

The deCoste Centre for Arts & Creativity is a year-round venue in its 40th year of presenting shows and events, annually producing 120 plus events reaching upwards of 18,000 patrons (Prior to COVID). Our mandate is to bring a wide range of cultural experiences to the residents of Central Nova Scotia in an accessible, affordable and inclusive manner. The centre has a major social and economic impact on Pictou County and surrounding communities within a 100 km radius.

We are hiring for the summer student position of Event Coordinator. The successful candidate will be trained to assist in the day to day operations of a performing arts centre. This will include but not be limited to customer relations, ticket sales, database development, marketing and promotions; performer liaison; responsible for distribution and development of promotional materials, along with the general upkeep of the facility which will require heavy lifting and physical labour.

A good knowledge of the local tourism operations is crucial as our summer season actively promotes our programming to tourists and residents. Students require good customer and organizational skills. Have an ability to prioritize tasks while working well in a team building atmosphere. Knowledge of computers and social media is beneficial.

The ideal candidate must be able to work flexible hours (some evenings & weekends) and have access to a vehicle. Hourly wage will be \$13.50.

To apply for this position, please provide a resume and cover letter to jennifer@decostecentre.ca or drop it off in person at 99 Water Street, Pictou, NS B0K 1H0; or mail it to deCoste Centre for Arts & Creativity, Attn: Jennifer MacLennan, P.O. Box 39 Pictou, NS B0K 1H0.

The deadline for applications is May 6, 2021. Only successful candidates will be contacted for an interview (date to be determined). The position date will begin July 4, 2021 lasting 8 weeks.