



Position: **Special Events & Room Booking Student**
Type: Flexible
Start Date: Immediately

Summary:

If you are ready to take your career to the next level and work for an organization that contributes to the Durham community, then this is the opportunity for you.

The mission of the Abilities Centre is to enhance the quality of life for persons of all ages and abilities through an inclusive environment. The Abilities Centre features a newly constructed, state-of-the-art fitness and training facility located in Whitby (central to the Durham region, close to Highway 401 and the Whitby GO Train station).

Reporting to Zoe Pagazani, Manager of Events and Sarah Tarpey, Manager of Communications, is responsible for:

1. Development, planning, and in some cases execution of several annual “signature” events that will be exclusive to Abilities Centre throughout the calendar year.
2. The marketing, scheduling, set up and coordination of room rentals within the Abilities Centre.
3. Creating a communications plan or critical path, as appropriate related to event planning and room rentals.

Main duties:

Special Events

In partnership with the Manager of events:

- Develop operating plan; critical path, schedules, timelines, goals and objectives for event.
- Budget management; develops and monitors detailed budgets (i.e. revenues and expenses) and provides timely progress (weekly, monthly and post event) reports.
- Logistics; operates event in an organized manner including working with suppliers for venue, food/beverage, décor, A/V etc. Attend supplier meetings and ensure deliverables are on track, create and manage day of execution (minute by minute), and coordinate Board, staff, and volunteers (auctions, raffle, prizes, etc).
- Event registration; solicits and manages registrations through on-line and off-line strategies, registration tracking, invoicing, payment processing, guest communications, ticketing and e-blast campaigns.



- Recruit, motivate, train, support and recognize volunteers
- Other duties as required

Facility Bookings:

In partnership with the Manager of events:

- Market and promote the use of rental spaces within the Abilities Centre
- When required coordinate event related speakers, caterers, supplies, promotional materials and other requirements.
- Foster and maintain Vendor agreements with in, but not limited to; Catering, Rentals and A/V
- Perform other duties as assigned.

For more information please feel free to contact:

Zoë Pagazani

Manager, Special Events & Room Bookings

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