

EXTERNAL EMPLOYMENT OPPORTUNITY

Title: Backlot & Special Events Coordinator.

Employer: Grenfell Campus Student Union.

12-month contractual position with possible long-term renewal

Employment: A successful candidate is required to work full-time hours 35 hours per week including regular evening and weekends.

Application Deadline (EXTENDED): 12:00pm noon February 20, 2023.

Salary: Pay Level 3, as per 2023 NAPE Local 1804 pay scale (\$36,000-\$50,500).

Benefits: Extended employee health & dental coverage. RRSP at 50% cost share.

Duties:

Backlot & Special Events Coordinator will be responsible for but not limited to the following:

Coordinate GCSU conference and external bookings hosted at the GCSU Backlot & Dining Hall.

Coordinate the booking of entertainment and events at the GCSU Backlot.

Coordinate and promote a consistent program and schedule of GCSU Backlot events, services, and entertainment.

Oversee marketing of GCSU Backlot events and services, ensuring the creation of and adequate distribution and promotion of print and digital materials.

Oversee GCSU Backlot social media accounts such as Facebook and Instagram.

Establish communication with GCSU Backlot and GCSU Dining Hall student employees and GCSU Council.

Ensure daily GCSU Backlot pub operational activities and services are performed.

Enforce NLC, Government, University, and GCSU Backlot policies and regulations.

Maintain and enhance student employee safety culture.

Maintain bar stock, supplies, and weekly beer and liquor orders.

Conduct regular stock inventory checks & procedures, maintain cash floats, and prepare bank deposits.

Prepare and post weekly work schedules for GCSU Backlot and GCSU student dining hall employees.

Assist GCSU Operations and Services Supervisor with GCSU Backlot and GCSU dining hall student payroll.

Supervisor approximately 15 student staff members, conducting termly hiring and training for student employees.

Work evenings and weekends during any GCSU Backlot special events where employee supervision is required.

Qualifications:

Experience coordinating special events and knowledge of POS operation is required. Supervisor experience in the food and beverage industry is considered an asset. Knowledge of the student movement (Canadian Federation of Student/Grenfell Campus Student Union) and social advocacy is also considered an asset. Applicants must be 19 years of age or older. Upon hiring, the successful candidate is required to provide a current certificate of conduct. Applicants must also have a valid class five (5) driver's license.

How to Apply:

All resumes must be submitted by email to gcsuinfo@grenfell.mun.ca. For more info visit: www.gcsuonline.ca or call 709-637-7184.

Grenfell Campus Student Union values employment and educational equity and welcomes applicants from diverse groups including (but not limited to): women; indigenous people; people of colour; people with disabilities; international students; and folks from the LGBTQIA2S++