



## **New Summer Position**

### **Sparks Street Event Coordinator**

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Reporting to the Event and Site Manager and working in a small team, the Sparks Street Event Coordinator will be hands-on in the delivery of events and programming throughout the summer.

### **Compensation**

- Hourly \$18/hr 30 hours per week

### **Responsibilities:**

- Help produce Sparks Street events including Ottawa Ribfest, Ottawa International Buskerfest, Songs in the Shed and ongoing programming elements.
- Assist Event and Site Manager and third-party organizers in producing successful events along Sparks Street.
- Create digital content (images, video and written) for web and social media channels.
- Assist Site Manager with traffic management and general site maintenance to enhance and contribute to the pedestrian experience on Sparks Street.
- Other duties as required.

To apply, please send resume and cover letter by email to Executive Director, Kevin McHale: [kevin@sparkslive.com](mailto:kevin@sparkslive.com). Include the subject line: "Event Coordinator"

Application Deadline: **May 15, 2024**. We thank all applicants for their interest. Only those selected for an interview will be contacted. Applications received will be kept on file for a period of six months and may be referenced for future staffing requirements.

We encourage applications from women, people with disabilities, Indigenous peoples and persons of all races, ethnic origins, religions, sexual orientations, and gender identities and expressions.