

Special Events Coordinator

- Title:** Special Events Coordinator
- Date & Competition #:** April 22, 2026. Competition #2026-04
- Closing Date:** Until suitable candidate is found.
- Location:** Leamington Arts Centre
- Employment Status:** Full Time (temporary 8-week contract July 2– Aug 23, 2026)
\$18.00 hourly, (plus vacation pay and statutory benefits in accordance with Employment Standards Act.)
- Compensation:**
- Hours:** 35h/week.
Regular Hours: Wed & Sun 11:00am – 6:00pm. **MUST** be flexible and available evenings and other days and evenings as required for special events and programs. **ALL Mill St. Market & Arts @ the Marina event days are REQUIRED. June 12, July 10, 24, 25, 26 & Aug 14**
- Reports To:** Director/Curator
- Position Summary:** The LAC is seeking a passionate art enthusiast who thrives in a creative and community-based work environment. The Special Events Coordinator will assist to cultivate summer events, activities and programs by supporting the LAC's mission to create, sustain and celebrate the arts. Responsible for supporting day-to-day operations and a culture of philanthropy with donors, members, and the community, the Program Coordinator will aid to enrich experiences and elevate the organization.
- Duties & Responsibilities:**
- Assist in the development and delivery of all programs and events – exhibitions, education programs, fundraisers, venue rentals, with a key focus on the summer patio events, Arts @ the Marina, and the Mill St. Markets
 - Develops and delivers special events and experiences.
 - Creates specialized cocktails, menus and bar services.
 - Ensures a positive and professional visitor experience.
 - Informs visitors about exhibitions, upcoming programs and events.
 - Facilitates event set up and bartending services.
 - Handles point of sale for alcohol, services and program fees.
 - Provides assistance with inventory and supply tasks.
 - Clerical and office tasks as required.
 - Routine facility cleaning/janitorial and maintenance.
 - Online promotions via social media, website and other sources
 - Assists with some day-to-day operations.
- Qualifications & Skills:**
- **1+ years' experience in custom service, specifically bartending, event planning, retail or in a gallery or museum setting.**
 - Post-secondary education in a relevant field is preferred.
 - **Smart serve certification is required for the position.**

- **Because this position is funded through Canada Summer Jobs, and required to serve alcohol, the candidate must be between the age of 19 and 30.**
- Food Handlers certificate is an asset.
- High level of positive energy, initiative, independence and ability work with minimal supervision; displays professional, productive and accurate workmanship and organizational skills; excellent written and oral communication skills.
- High degree of computer literacy, including MS Office and social media expertise; experience in graphics applications, Photoshop, InDesign, Illustrator as well as CRM and CMS software are an asset.
- Must be legally eligible to work in Canada; have an appreciation for the arts and working with the community.
- Because of the environment this position will be working in, the successful candidate will be required to furnish an original Police Information Search (criminal reference check) (working with vulnerable persons.)

Physical Requirements:

Walking: on level and un-level surfaces onsite and at offsite events, (general duties of sweeping, mopping, maling, giving tours of the gallery, etc.) Sitting: constant sitting in a chair at the computer. Hands: constant fine finger dexterity (movement), mousing (processes a large amount of paperwork, form, contracts, and paperwork, etc.; in addition to updating social media and websites and answering e-mails). Bending: occasional stooping, twisting, kneeling, crouching, squatting, (routinely the LAC accepts artwork deliveries and hosts events, which include): a) loading artwork in and out of the gallery and into storage (weight up to 75lbs.); b) required to set up for meetings and events (including: moving tables, bars, boxes of wine/beer, preparing food); c) responsible for moving and hanging art; Reaching: infrequent reaching backward; occasional reaching above shoulder, below shoulder, forward, handling; Lifting: infrequent lifting pushing at or above shoulder, pushing below shoulder; occasional lifting floor to waist, waist to shoulder, at shoulder, above shoulder, overhead, carrying, transferring, dragging (between 10 to 75lbs) Lifting is a frequent activity; work needs to be lifted onto plinths or sometimes mounted to a wall, trash and recycle receptacles need to be emptied, brought to the road; Standing: infrequent standing inside (except gallery tours and opening receptions, which require standing for prolonged periods of time); Climbing: infrequent climbing ladders; occasional climbing stairs (changing/moving lights, hanging artwork, painting, dusting, etc.)

About the LAC:

The Leamington Arts Centre (LAC) is a public, not-for-profit arts centre with a focus on exhibiting visual arts and developing arts and culture programming.

The LAC was established as the South Essex Arts Association in 1971 with the mandate to create, sustain and celebrate the arts. Over the years, the LAC has developed into a cultural pillar for uptown Leamington and a regional arts and culture destination. Supported by the Municipality of Leamington, donors and its members, LAC is a 10,000 square foot facility comprising of four exhibition spaces, a market place artist market, café and wine bar, an art supply store, an education studio and meeting spaces.

The LAC is an award-winning organization known for its wide range of activities, and emphasis on community and local programming alongside

ancillary events. The LAC presents a changing calendar of up to 40 diverse exhibitions each year and is home to the notable Henry collection and the LAC permanent collection, collectively comprising of over 600 Canadian, international, historical, and contemporary works of art.

Distinguished for offering a wide range of local programming, the LAC is committed to facilitating access and stimulating the appreciation and understanding for visual arts and relevant cultural topics.

How to Apply:

Interested persons may submit their resumes and cover letter to:

Chad Riley, Director/Curator director@leamingtonartscentre.com or drop off in person.

Applications accepted until suitable candidate is found.

We thank all applicants in advance for their interests, however only those under consideration will be contacted.

We are an equal opportunity employer. We are pleased to accommodate any individual needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation throughout the hiring process, please make your needs known in advance.