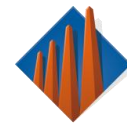


Position Posting



LLOYDMINSTER

Events Coordinator, Cenovus Energy Hub

(1 Position Available)

Term of Employment:	Full-time, Continuing
Rate of Pay:	Band 6: \$39.86 - \$43.53 per hour (Subject to CUPE 1015 Agreement)
Location:	City Hall/Cenovus Energy Hub
Duties:	Reporting to the Manager of Cenovus Energy Hub and Arena's, the Event Coordinator is responsible for bidding, planning, organizing and coordinating large sporting events, concerts, meetings, exhibitions, trade shows, festivals, fundraisers and other special events. The Event Coordinator will liaise with internal staff, and a variety of community groups, boards and other organizations with the goal of bringing major events to the Cenovus Energy Hub. This position will assist with facility bookings and registrations as well as implementing marketing strategies. The Event Coordinator will also prepare invoicing and contracts, assist in the training of staff and perform other related duties as assigned. Event Management • Develop and implement event business plan in accordance with City of Lloydminster policies and procedures. • Generate revenue, community pride, while creating lasting business relationship through the creation and development of large events. • Budget, organize, coordinate and facilitate large scale events based at the Cenovus Energy Hub. • Research, prepare, and present bid documents including timelines, communication / marketing strategy, risk assessment and event budget to Manager, CEH. • Assist community organizations with event bid submissions. • Facilitate events by coordinating with contractors, event organizers, promoters, community groups, partner organizations, volunteers, internal stakeholders and staff. • Create reports to evaluate events and provide recommendations for future events. • Ensure that booking parties are informed regarding, and adhere to the City's safety policies, procedures and systems. • Co-ordinate, monitor and assist in training staff, contractors and volunteers who operate and staff events. • Determine requirements for hospitality services, signage, multi-media equipment, printing, and other technical services, and arrange for and manage contracts for these services. • Communicate with internal employees and ensure deliverables are possible within facilities. • Support community events where needed. Relationship/Business Coordination • Liaise with City departments, user groups, and community stakeholders in bringing major events to Lloydminster Community.

	• Work with the Coordinator, Corporate Sponsorships to acquire sponsorships for events. • Ensure that all booking technical requirements are communicated to the Facility Manager. • Build cohesive relationships with Promoters, Booking Agents, Sporting organizations, Internal and External stakeholders and other City Departments with a strong focus on customer service. • Sit on committees per direction of Manager, CEH. • Builds and fosters client network of referrals to ensure repeat customers while creating new opportunities for growth. • Actively seek to develop long-term, repeat business relationship with existing and new customers, in alignment to the long-term strategy of the business. Administration • Assist in preparing grant applications and writing follow up reports. • Develop marketing, communication and social media strategies. Coordinate implementation in conjunction with facility manager, communications department and stakeholders. • Maintain all records relating to events. • Oversee fulfillment of agreements, ensure proper communication, monitor reporting, coordinate the preparation and administer all agreements, invoices, collection and account financials in accordance with City standards. • Provide annual revenue and expenses budgets to manager. • Prepares statistical and data reports as required. • Works closely with Economic Development to provide metrics of economic growth during and after events. • Prepare reports for City Council as required. • Other related duties as required.
Schedule:	The position is mainly office based, Normal working hours are between 8:00 am and 5:00 pm, with the occasional requirement to work outside these hours.
Qualifications:	• Completion of a two-year post-secondary diploma in Event Management, Tourism Management or a related field from a recognized institution. • 3 years experience with, bidding, planning and implementation of large scale events. • Proactive, self-motivated, and adaptable with the ability to work independently or as part of a team is essential. • Knowledge of the interests and functions of community groups and agencies. • Advanced written and verbal communication skills required. Examples include ability to compose complex written reports, bid documents and verbal communication such as public speaking. • Must be proficient with computers with intermediate knowledge in Microsoft Suite including Word, Excel and Outlook. • Experience with design software such as Canva or photoshop is considered an asset. • Ability to demonstrate professionalism, discretion, courtesy and respect in all interactions • Self-motivated to meet deadlines with the ability to manage changing priorities.

	- Shows a team player attitude, creates a working environment conducive to team achievement, productivity and competence with colleagues. - Excellent interpersonal skills that contributes to working effectively in a diverse working environment. - Ability to establish and maintain effective working relationships with the public, contractors, and other City employees. - Ability to maintain a high standard of ethics and confidentiality. - Ability to deal with complaints in a tactful manner. - Shows a team player attitude, creates a working environment conducive to team achievement, productivity and competence with colleagues. - A valid Class 5 Driver's License registered in Alberta or Saskatchewan with an acceptable Driver's Abstract is required. This position may be required to operate a personal or municipal vehicle for business purposes.
Pre-Employment Requirements:	- Satisfactory Criminal Record Check. - Successful applicant must provide proof of qualifications. - Applicants with international education will be required to include an Academic Credential Assessment with application.
Closing Date:	September 29, 2026
Posting Type:	Internal/External
Application Information:	The City of Lloydminster offers consistent working hours that afford a positive quality of life, a competitive salary/benefit package, and is an equal opportunity employer. If you have questions or require further information on this position, please contact us. All applications must be sent to the Employee Relations team and received by the closing date. <u>Megan Radke</u> HR Generalist, Employee Relations City of Lloydminster 4420-50 Avenue Lloydminster AB/SK T9V 0W2 Phone: 780-875-6184 Internal Candidate Email: hr@lloydminster.ca External Candidates apply at: https://lloydminster.applytojob.com/apply
Posted By:	 Kara Farrell Posting Date: 15-Sep-26