



Special Events Coordinator – Full Time Seasonal 2026

OVERVIEW:

The Georgetown Central Business Improvement Area (GCBIA), A Municipal Corporation, is an association of business and property owners who work together to support growth and development of local business in the Georgetown downtown core. The ultimate goal of the BIA is to increase foot traffic and commercial activity in the downtown through various programs, services, and special events. The GCBIA is the economic driver of Downtown Georgetown as well as a social anchor to the community, providing a desirable and exciting place to live, work, and shop.

POSITION DETAILS:

The GCBIA is seeking a creative and detail-oriented individual to act as Special Events Coordinator from May 2026 through August 2026. This role provides event planning and organizing support to the GCBIA team. The position reports to the BIA Manager and acts as a supervisor to ensure the successful execution of all GCBIA summer events. The position is based out of the GCBIA office, although a significant portion of the tasks will be executed outside the office. The pay rate for this position is \$19.00 per hour. ****NOTE – this role is supported by a grant and age & other conditions apply. Most specifically, the successful candidate must be aged between 15 and 30 and be legally entitled to work in Canada.**

TASKS AND RESPONSIBILITIES:

- Supports the BIA Events Manager in preparation, budgeting, planning, fundraising and execution of GCBIA summer events including the Downtown Georgetown Farmers Market, Downtown Palooza, and the Rock n' Roll n' Classics Car Show, amongst others
- Helps to curate activations for GCBIA events – Music, Art Media, Performance, etc
- Composes events-related content for the GCBIA online and social media platforms
- Assists the GCBIA in executing event-related campaigns and promotions that support the GCBIA's annual marketing and social media marketing plans
- Reaches out to GCBIA members to inform them about upcoming events, and encourages their participation. This includes regular visits to GCBIA members and visibility in the downtown for visitors and guests (i.e. regular walkabout within the GCBIA precinct)
- Supports the BIA Manager in procuring sponsors for GCBIA events
- Informs businesses and surrounding residents about upcoming event street closures and detour routes

- Must be available on mandatory event dates (July 17th & Aug 28th) and for the Georgetown Farmers Market on Saturday Mornings from June through August.
- Assisting GCBIA grounds staff with maintenance work where required. **(This requires physical work – the GCBIA is approx. 4 linear KM and most work is completed while on foot)**
- Other various tasks as requested – NOTE – This role requires a high degree of flexibility given its nature. The GCBIA prioritizes Safety above all other considerations

QUALIFICATIONS:

- Post-secondary or equivalent combination of education and experience in a related field
- Proven skills in event organizing, interpersonal relations, communications, public relations, membership management, customer relations, and service skills – maturity, diplomacy and tact in interactions with GCBIA staff, board, membership and the general public
- A passion for entertainment and event planning/curation
- Strong composure and ability to remain calm under pressure
- Demonstrated ability to manage multiple priorities at once
- Ability to perform physical duties as required, including but not limited to distribution of materials, regular grounds checks, providing assistance to team members, providing assistance to event operations, and can lift 50 pounds
- Must be willing to walk the entire BIA precinct
- Strong problem-solving, human relations, time-management and organizational skills
- Work experience in a non-profit organization and/or customer service role is an asset
- Driver's license, access to a vehicle, and ability to travel for work-related functions preferred
- Strong written, oral and communication skills
- Self-starter who is detail-focused, good with time management and has superior organization skills

The GCBIA values diversity in its workforce and encourages application from all qualified individuals. As required by legislation, the GCBIA will consult with any applicants requesting disability-related accommodations to ensure the recruitment process takes into account their accessibility needs, including in relation to the communication materials or processes utilized by the GCBIA.