



Municipality of Killarney

Events Planner Internship (One Year Contract)

The Municipality is looking for an Events Planner who will have graduated from of an Event Management or Special Events Planning Program. Preference will be given to those who also possess additional background in Marketing. The Planner will be on site and assist with the organization and execution of the planned main events for the Killarney 200th Anniversary Celebration in July 2021 and will continue with the facilitation of the newly formed Killarney Events Management Group. Duties will include but not be limited to:

- Working closely with the Project Manager to continue the 200th Anniversary program development and promotion of the main event, completing evaluations and preparing final reports for the funding agencies.
- Working with the Killarney 200 Committee in the advancement and execution of existing events and the possible development of additional events for the celebration.
- Participating in the Killarney Events Management Group. Using the Killarney 200 evaluations to assist in creating a comprehensive events development campaign which will envision and excite the community and which will be used as a catalyst for future events in the Municipality.
- Engaging businesses, groups and community members to form partnerships to continue future Event Tourism endeavors and strengthen funding efforts.

This is a government funded intern position for qualified candidates only.

- Candidates must be graduates of post-secondary degree or diploma programs from an accredited College or University.
- Candidates must not have previously been employed in the Events Management /Programmer field of study.
- Candidates are only eligible to participate in the internship program one time.
- Candidates must be legally entitled to work in Canada.

Please send a resume along with a cover letter to :

Candy Beauvais : Clerk-Treasurer

Municipality of Killarney

32 Commissioner St

Killarney ON P0M 2A0

Email: cbeauvais@municipalityofkillarney.ca

or Fax: 705-287-2660

Applications must be received by Thursday

October 1st, 2020 at 3:00 pm

This is a 52 week internship position.

\$17.00/ hour 37.5 hr/week

** Please note that the position is in the Municipality of Killarney (Village of Killarney) and would require the participant to relocate. Shared accommodations are available for rent.*

The Municipality of Killarney welcomes and encourages applications from individuals with disabilities. If you require a disability related accommodation in order to participate in the municipality's hiring process, please contact the clerk's office to discuss your needs.

THIS OPPORTUNITY IS
PROUDLY SUPPORTED BY



nohfc

An Agency of
the Government
of Ontario