



## Exhibition Place

### JOB OPPORTUNITY

**JOB TITLE:** Production Coordinator

**JOB TYPE:** Permanent

**HOURS OF WORK:** 35 hours/week

**SALARY RANGE:** \$62,590 - \$78,939/year

**POSTING DATE:** October 2, 2018

**CLOSING DATE:** November 1, 2018

---

Reporting to the Senior Production Coordinator, the Production Coordinator will oversee all activities related to the delivery of Production services for events, tenants and the grounds.

#### Major Responsibilities

- Supervise, plan and coordinate work assignments and the administration of production services
- Supervise and schedule the delivery of services and property/tenant maintenance pertaining to the division services
- Market rental items, equipment and services
- Coordinate the asset control program for rental equipment and assist with annual review
- Monitor inspection program to verify inspections are conducted and equipment is maintained in proper working order
- Verify and report time of unionized and non-unionized staff for payroll/client invoicing and review with Supervisor
- Provide facility and property hazard reports as related to event requirements and compliance
- Participate in production meetings/liaise with Event Coordinators and clients, providing staffing, equipment and material requirement expertise pertinent to delivery of services
- Analyze/interpret client's technical drawings and equipment lists
- Source out external equipment pricings and equipment lists to assist with quotes and service delivery
- Provide coaching to union staff on excellence in customer service delivery
- Conduct safety orientations as required for workplace safety
- Assist in developing workplace policies, practices and procedures and implement
- Consult with management on issues related to the collective agreements for various trades working in events
- Perform other duties as assigned

#### Key Qualifications:

1. Post-secondary education in a discipline pertinent to the job function or an equivalent combination of education and experience.
2. Extensive experience in the field of entertainment production within a large-scale multi-functional facility or outdoor event.
3. Experience supervising staff in a unionized environment.
4. Possess a valid full G Class Ontario driver's license.
5. Experience using software packages (word processing, spreadsheets and electronic mail).
6. Good interpersonal skills with the ability to communicate effectively both verbally and written at organizational all levels.
7. Proven customer service skills.
8. Demonstrated knowledge of and the ability to interpret collective agreements, Occupational Health & Safety Act, Ontario Building Code, Ontario Fire Code and Workplace Hazardous Materials Information System.
9. Ability to work days, evenings and weekends including holidays, as required to support operational requirements.

#### How to Apply:

To apply for this position, mail, fax, e-mail or hand deliver resume/application and cover letter which describes your qualifications in relation to the qualifications required to: Human Resources Division, 100 Princes' Boulevard, Suite 1, Exhibition Place, Toronto, Ontario, M6K 3C3. Fax (416) 263-3690 or by e-mail to [humanresources@explace.on.ca](mailto:humanresources@explace.on.ca)

#### **Accommodation:**

Exhibition Place is committed to fostering a positive and progressive workforce. We will provide equitable treatment and accommodation to ensure barrier-free employment in accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act and Exhibition Place's Accommodation Policy. You can request accommodation at any stage of our hiring process.

If you are invited to participate in the assessment process, we ask that you provide your accommodation needs in advance at that time. Please be advised that you may be requested to provide medical/other documentation to Human Resources to ensure that appropriate accommodation is provided to you throughout the process.

We thank all applicants, however, only those who meet the minimum qualifications will be considered for review.