



## Exhibition Place

### JOB OPPORTUNITY

<b>JOB TITLE:</b> Production/Facility Coordinator II	<b>JOB TYPE:</b> As needed contract
<b>HOURS OF WORK:</b> Work up to 675 hours/yr.	<b>SALARY RANGE:</b> \$27/hr.
<b>POSTING DATE:</b> March 27, 2019	<b>CLOSING DATE:</b> April 24, 2019
<b>NUMBER OF POSITIONS:</b> 7	

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Reporting to the Senior Production/Facility Coordinators, the Production/Facility Coordinator II, will assist with all activities related to the delivery of Production and Facility Services.

#### MAJOR RESPONSIBILITIES:

- Oversee the delivery of assigned services pertaining to Production and Facility Services
- Assist with coordinating and planning work assignments and the administration of Production and Facility services
- Assist with marketing rental items, equipment and services
- Assist in updating estimates and / or quotations for services and track additional services / charges
- Verify the reporting of time for unionized staff for payroll and client invoicing
- Update management on issues such as work refusals, jurisdiction disputes and work assignments as they relate to the collective agreement
- Provide support in the care and maintenance of production services equipment
- Assist in preparation of information related to client billings; review with show management; and clarify final billing
- Assist to ensure compliance of show / event audits
- Assist with the delivery of tool box talks and conduct safety orientations as required
- Perform other duties as assigned

#### KEY QUALIFICATIONS:

- Participation in or completion of post-secondary education in a discipline pertinent to the job function or equivalent combination of education and experience.
- Experience in corporate, festival, theatre and trade show environments an asset.
- Possession of a valid class G driver's license.
- Experience utilizing software packages, word processing, spreadsheets and electronic mail).
- Ability to interpret technical drawings and equipment lists as they relate to work assigned for supervision and coordination.
- Excellent interpersonal skills with the ability to communicate effectively both verbally and written.
- Proven customer service skills.
- Knowledge of and the ability to interpret collective agreements, Occupational Health & Safety Act, Ontario Building Code, Ontario Fire Code and WHIMIS an asset
- Ability to successfully complete Exhibition Place's Competent Supervisor program.
- Ability to oversee staff in a unionized workplace under multiple agreements.
- Ability to work days, evenings, weekends and holidays as required to support operational requirements.

#### How to Apply:

To apply for this position, mail, fax or e-mail your 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.