

JOB TITLE: Production Coordinator JOB TYPE: Permanent

HOURS OF WORK: 35 hours/wk. **SALARY RANGE:** \$63,372 - \$79,926/yr.

POSTING DATE: January 14, 2020 CLOSING DATE: February 4, 2020

Reporting to the Production Services Manager, 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

Required 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 multifunctional 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 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 https://mail.org/humanresources@explace.on.ca.

Equity, Diversity and Inclusion:

Exhibition Place is committed to fostering an inclusive, accessible environment where all employees and members of the public feel valued, respected and supported. We are dedicated to building a workforce that reflects the diversity of the public and the communities in which we live and serve.

Accommodation:

If you are an individual who requires accommodation to apply to this position, due to disability under the Ontario Human Rights Code, please email us at humanresources@explace.on.ca quoting job title and closing date. Exhibition Place is committed to providing Code-protection accommodation throughout its hiring process.

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