



CITY OF  
PRINCE GEORGE

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# JOB DESCRIPTION

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|---------------------------|-----------------------------------|-------------------------|-------------|
| <b><u>JOB TITLE:</u></b>  | <b>EVENT HOST</b>                 | <b><u>SCHEDULE:</u></b> | <b>C</b>    |
| <b><u>DIVISION:</u></b>   | <b>PRINCE GEORGE EVENTS GROUP</b> | <b><u>PAYGRADE:</u></b> | <b>C903</b> |
| <b><u>DEPARTMENT:</u></b> | <b>RECREATION AND EVENTS</b>      |                         |             |

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## **JOB SUMMARY:**

The Event Host is responsible for assisting the facility's clients with basic on-site event needs and responding to a variety of client requests. Some administrative tasks such as filing, preparing reports and utilizing the facility's computerized reservation system are required. Evening and weekend shifts are required on an on-call/as-needed basis and the incumbent will be scheduled as per event demands.

## **MAJOR RESPONSIBILITIES:**

**Under general supervision of the Event Coordinators, Supervisor Event Services, or Manager, Entertainment:**

### **Ensures professional, efficient customer service by:**

- assisting and communicating with facility staff to ensure events run smoothly;
  - liaising with clients during events;
  - responding to a variety of basic client requests;
  - assisting with hosting City supported conferences, as required; and
  - assisting to ensure Prince George events are extraordinary and contribute positively to the community;
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- **Performs administrative tasks by:**
  - assisting with the production of marketing, advertising and promotional materials as required;
  - entering booking data into the computerized reservation system (EBMS);
  - assisting with creating rental contracts for events;
  - assisting with the purchasing of supplies required for events; and
  - preparing a broad range of documents and reports related to events;

## **QUALIFICATIONS:**

**Education:** Completion of Grade 12. College courses in hospitality, tourism or marketing are an asset.

**Experience:** Minimum two years' experience in the hospitality and/or tourism industry. Must have strong word processing abilities and familiarity with Excel or other computerized spreadsheet applications. Computerized reservation system experience is beneficial.

**Knowledge and Skills:** Reasonable knowledge and understanding of the logistics required to plan, set up and execute successful events which range in size, complexity and purpose. Expertise with various software programs including word processing and spreadsheets. Demonstrated commitment to customer service excellence. Ability to respond professionally, efficiently and appropriately to client requests. Exceptional ability to self-motivate and to function with minimum direction and supervision. Ability to work within, and contribute to, a proactive team environment. Excellent verbal communication skills. Demonstrated judgement and sound problem solving abilities. Excellent interpersonal skills to build and maintain cooperative working relationships with other City employees. Ability to deal courteously, tactfully and diplomatically with members of the general public as well as internal and external customers. Ability to prepare and organize written material. Knowledge of WorkSafe BC regulations, occupational hazards and safe work procedures as it relates to the position, including but not limited to: bullying and harassment, working alone and other significant hazards.

Valid BC Driver's License: No  
Vehicle Usage: No  
Police Information Check: Yes.

Prepared by: Colleen Van Mook, Rae-Ann Emery  
Date prepared: July 2002  
Date revised: Bourret  
Revised by: December 2014  
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Revised by: Hemsall/Beckett