



Weston Village BIA

4 John Street, Unit 3 Weston, Ontario M9N 1J3 Ph. 416-249-0691

E-mail: admin@westonvillagebia.com

Event Assistant, Weston Winterfest – Job Description



The Weston Village BIA is proud to host the fourth year of Weston Winterfest December 6th-8th 2024. Weston Winterfest is an award winning three day event held on the first weekend of December.

This is an inclusive event that celebrates the coming of the Winter Solstice. It will have many seasonal activities across Weston. The event begins the afternoon of each day into the early evening, with a holiday market, photo opportunities, winter-themed treats, kid's activities and more!

The Weston Village BIA is seeking an Event Assistant to support with on-site logistics and operations before, during, and after the event. From October to mid November you will be working for 12 hours per week, from mid November to the event the hours will increase to 24 hours and the weekend of the event the Event Assistant will be working all 3 days of the event. The expectation is that the Event Assistant will be working up to 40 hours that weekend.

The Event Assistant will be required to work on and off site to assist with the following aspects of the event organization. Use of your personal device will be required. The following shall be their duties;

- Manage and curate the indoor and outdoor market vendors (Saturday/Sunday)
- Solicit donations from local businesses for silent auction (Friday)
- Coordinate collection of volunteers through community outreach and posters
- Create and fill the entertainment schedule for the main street
- Assist with correspondence of sponsors, partners, vendors and suppliers
- Assist in creation/distribution of marketing and promotional materials
- Supervise during the event to ensure all aspects are running smoothly
- Assist with post-event clean up and reporting

P/T October 1, 2024- December 12,2024

\$22/hr

Total estimated hours for duration of contract are 175-190.