



Position:	Event and Rental Coordinator
Term:	Permanent Full Time
Reports to:	General Manager; Rentals Manager

Scope:

The staff will work closely with the Rental Manager, as well as the JCCC Events and Program teams under the guidance of the General Manager. The duties include managing schedule of all onsite activities, and manage the logistic for all events, such as corporate rental events, community rental events, JCCC events and JCCC classes and club activities. While the position requires them to work 9:00am – 5:00pm, Mon-Fri, the staff is required to be available to work on evenings and weekends as required.

Roles and Responsibilities:

1) Rental Event Sales

- Actively seek new clients from a variety of avenues, including the Japanese Canadian community, the local vicinity, and the corporate industry.
- Build JCCC's presence in the events industry.
- Develop, maintain, and grow target client list for potential clients
- Perform sales calls as well as follow-up calls to clients and potential clients to meet targets
- Build and maintain strong customer relationships to ensure high quality event production
- Work with suppliers, licensing office and other third party clients as needed.

2) JCCC Events Coordination

- Work with the JCCC staff event team, volunteer committees to plan, organize and execute JCCC events.
- Manage the logistics and execution of events such as festivals, performances, speaker sessions, luncheon, and workshops.
- Work seamlessly with the JCCC staff team, as well as a range of volunteers and JCCC stakeholders

3) Event Management

- Work with Operations Manager to ensure appropriate room and equipment set up.
- Negotiate and prepare event contracts for clients, and communicate with team to confirm event details
- Supervise events and program as needed
- Oversee event planning and execution once events are confirmed



- Greet client, ensuring the specifics of the event details are favourable, making applicable changes
- Manage and overcome obstacles with clients for successful events

4) Database Management

- Manage booking software, EventPro, from daily functions, to troubleshooting, and database maintenance.
- Assist Rental Manager with event logistics including layout setup
- Assist with management of administrative processes such as agreements, invoices and payments
- Book/manage schedule of bookings including JCCC events/classes
- Maintenance and Troubleshooting of EventPro database

5) Accounting

- Manage expenses and submit all related bills to accounting in a timely manner
- Responsible for generating invoices for events, and assist with invoicing for general JCCC purposes
- Generate monthly invoice and outstanding and deposit summary spreadsheets

6) Other Event Related Duties

- Work closely with volunteer coordinator with volunteer management
- Provide support to JCCC class instructors and club leaders
- Undertake training as needed to fulfil these duties

7) Other Administrative Duties as needed

QUALIFICATIONS AND SKILLS:

- Experience in sales and/or events management an asset
- Strong customer service background
- Professional, self-motivated and flexible
- Able to work independently, as well as, in a team
- Positive outlook and 100% commitment are a must
- High energy, dynamic, and excellent presentation skills with strong customer service focus
- Excellent verbal and written skills
- Proficiency in Japanese and an appreciation/understanding of Japanese culture an asset.
- Be available to work outside normal business hours when required

Employment is contingent upon three mandatory stipulations:



JAPANESE CANADIAN
CULTURAL CENTRE
日系文化会館

1. Proof of employment eligibility in Canada (i.e. valid SIN number)
2. Compliance to JCCC Vaccination Policy (as found at jccc.on.ca)
3. Employee agrees to undergo Vulnerable Sector Screening Check

Interested applicants should send cover letter and resume to Kathy Tazumi, Chief Accounting and Administrative Officer, at kahyt@jccc.on.ca. The JCCC thanks all applicants for their interest, but will only be in contact with those who advance to the next stage of the application process.