

## Job Description

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**Job title:** Design and Kids Activity Coordinator

**Reporting to:** Manager

**Location:** 821 Eglinton Ave West, Toronto, Ontario, Canada

**Hours:** Fridays from 6pm - Saturdays /Sundays from 11 am to 7 pm (*hours may vary*)

**Part-time / Contract:** You will get paid hourly (*starting at 15\$/hour*)

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### **Purpose of the position:**

Help with event coordination, style, and decor. We organize/host events for kids and adults. The assistant will support the Manager and Senior Event Planner Assistant with all kids' activities held at our studio and off-site at the client venue.

### **What we are looking for:**

- ✓ Someone enthusiastic, patient, active listener, energetic who loves kids
  - ✓ The successful candidate must be able to learn quickly and have logistical skills
  - ✓ Someone reliable who wants to learn about balloon design and event planning
  - ✓ An individual with a background in design and photography
  - ✓ Someone with a G license with access to a car on weekend (*Highly preferred*)
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### **Responsibilities:**

- ✓ Help with set-up, tear-down, and clean-up operations
- ✓ Anticipating attendee needs and preparing against potential risks
- ✓ Help coordinate all kids' activities based on our on-site and Mobile VIP package
- ✓ Help prepare inventories for each activity before and after events
- ✓ Organize party club and help manage all event details such as decor, catering, entertainment, location, invitee list, equipment, promotional material, etc.

### **Requirements:**

- ✓ High school degree
- ✓ Able to work under pressure
- ✓ A great eye for Décor and style, detail-oriented, creative, out-of-the-box thinking
- ✓ Experience with balloons design or ability to enhance skills (*Highly preferred*)
- ✓ Students in event planning, education, hospitality, or related field are preferred
- ✓ Excellent time management and communication skills
- ✓ Sales skills and ability to connect with kids and their parents
- ✓ Ability to manage multiple projects independently
- ✓ Willing to submit references from past employers if not professors
- ✓ The position will best fit someone who is looking for a part-time job or want to add experience to their resume.

If this short description fits you then, please go ahead and fill out the application below. If you are selected, we will reach out to discuss the next step!