



Downtown Board of Management  
4321 Queen Street  
Niagara Falls, ON  
L2E 2K9  
905-356-5444  
[www.queenstreetniagara.com](http://www.queenstreetniagara.com)  
e-mail: [info@queenstreetniagara.com](mailto:info@queenstreetniagara.com)

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## REQUEST FOR QUOTE EVENT COORDINATOR

JUNE 5, 2019

AREA: QUEEN STREET BUSINESS IMPROVEMENT AREA

DATE: JUNE 15 2019 – DECEMBER 31 2019

The Queen Street Business Improvement Area (BIA) in Niagara Falls is seeking an Event Coordinator.

### DUTIES:

- Maintaining and monitoring project plans, project schedules, budgets and expenditures
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project
- Assess project risks and issues and provide solutions where applicable
- Liaison between Events Committee (EC) and BIA Business members; communicate, inform in person/contact on the street
- Liaison between EC and BIA Treasurer in regards to all financial matters related to events, maintaining budgets and expenditures (submission of receipts, disbursement of funds, etc.)
- Promote events by way of distribution of posters, booking media (ie. print and radio) and social media among other methods, source other promotional methods and partnerships, schedule promotions (coordinating all promotions with our Marketing Committee and Events Creative Team for graphics)
- Soliciting sponsors and partners for the events (in conjunction with EC)
- Keep schedule and tasks on track, coordinate with EC members on various components of events
- Meet with EC and vendors to work out event details, plan with the team, scout and book locations, food, entertainment, volunteers and cleanup and secure permits/licensing where necessary



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**QUALIFICATIONS:**

- Previous experience in event planning, soliciting partners and sponsors, social media
- Demonstrated in-depth understanding of the BIA, not-for-profit, and/or civic sector
- Proven leadership focused on organizing and handling all details related to events
- Effective, clear communicator with the ability to both listen and respond appropriately
- Be a strong team player that knows the value of working with a wide variety of people with unique and potentially differing needs
- Tact and diplomacy: Performs in a friendly but professional manner, aware of image and appropriateness in day-to-day representation of the organization

**CONTRACT LENGTH**

- 30 minute Review Process at 180 days (or there about)
- Review of 2019 Contract at exit interview December 20, 2019

Please forward a cover letter and resume outlining relevant experience by e-mail to [info@queenstreetniagara.com](mailto:info@queenstreetniagara.com)

**PLEASE ALSO PROVIDE THE FOLLOWING:**

**NAME OF COMPANY:** \_\_\_\_\_

**PRICE OF CONTRACT (MONTHLY INCLUDING HST):** \_\_\_\_\_

**NUMBER OF EMPLOYEES FOR THIS CONTRACT:** \_\_\_\_\_

**CONTACT INFORMATION**

**NAME:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**DEADLINE:** Monday, June 10, 2019 at 1:00 p.m.