JOB DESCRIPTION

Event Production Assistant

November 2026

About the Waterfront Business Improvement Area (BIA)
Representing businesses along the Queens Quay corridor from Bathurst to Cherry Street, the WBIA is committed to supporting the continued growth of the waterfront as a premier destination that is well-connected to the rest of the city and is beautiful, clean and vibrant year-round. We support businesses, engage the community and unify the waterfront with activities, including: representing the area on key policy and advocacy issues, making targeted public realm improvements and highlighting the area's vibrancy with events, activations and daily promotion online.

Position Overview
The WBIA is expanding its support for events and activations along the waterfront. We are seeking an enthusiastic self-starter with strong organizational and interpersonal skills to work alongside our close-knit team. This new position will help event organizers and community partners bring programming to waterfront spaces and encourage collaboration on activation across the district, following the recent release of our Events and Activations Review.

Reporting to the Director of Operations, the Assistant will be the day-to-day lead on event support, including on-site operations, logistics, supplier coordination and administration. The Assistant will also work closely with the Director of Marketing to support event recruitment, develop event ideas and coordinate on partner collaborations across Toronto's Waterfront. Their primary role will be to:

- On-site lead for event operations and logistics.
- Support event recruitment and permit management for partner events.
- Help develop local community events with partners.

Due to the nature of the work, the position requires flexible hours and includes weekend and evening work. The regular weekly schedule will be adjusted to accommodate event hours. In-office attendance is flexible but required as necessary, such as for in-person meetings and activities, in addition to on-site event dates and other operational requirements, with the flexibility to work from home at other times.

Job Responsibilities

Event Operations and Logistics

- Coordinate event logistics, including site planning, infrastructure, signage, staffing, and other operational needs.
- Coordinate City permits, approvals, insurance and other site requirements.
- Oversee on-site event operations, including supplier setup, event delivery and teardown.
- Serve as a key on-site contact for partners, suppliers, staff and volunteers, ensuring activities run according to schedule.
- Support the development and implementation of event safety plans, site procedures and operational requirements.

Project Management, Budgets and Reporting

- Maintain event project plans, tracking milestones, deadlines, responsibilities and deliverables across multiple initiatives.
- Track event budgets, supplier costs and invoices.
- Maintain accurate event records, production documents, contact lists.
- Coordinate post-event debriefs and collect event data.
- Contribute to event reports and evaluations, documenting key findings, lessons learned and recommendations for future programming.

Event Planning and Production

- Coordinate and deliver smaller WBIA-led events and activations, from planning through on-site execution.
- Support the planning and production of larger events and partner-led initiatives.
- Develop and manage event workback schedules, production timelines, programming schedules, run-of-show documents and event plans.
- Coordinate event programming, including schedules and partner details.
- Identify production requirements, anticipate challenges and coordinate solutions.

Event Recruitment, Partner and Supplier Coordination

- Support efforts to attract new events to the waterfront, including researching prospective event organizers and identifying potential programming opportunities.
- Assist with outreach to event organizers, producers and community partners, sharing information about waterfront venues, and available resources.
- Coordinate partner and supplier responsibilities, deliverables, timelines and production requirements.
- Source suppliers, obtain quotes and coordinate contracts.
- Build and maintain positive working relationships with community organizations, local businesses, residents' groups and other event stakeholders.

Job Requirements

- Hands-on experience coordinating or supporting events, ideally outdoor, public or community events, gained through employment, freelance work, volunteering or community involvement.
- Strong written, oral and interpersonal skills, with the ability to build professional relationships with event organizers, City staff, businesses and community partners.
- Event production skills, including developing and managing workback schedules, production timelines, planning documents, and sponsorship and grant applications.
- Organized, resourceful and proactive, with the ability to manage multiple priorities, work independently and follow through on details.
- Sound judgment and problem-solving skills to troubleshoot operational challenges and provide clear direction during events.
- Proficiency with office software, spreadsheets and shared planning tools, including basic expense tracking and reporting.
- Availability for evening and weekend work, outdoor event operations, and practical setup and teardown duties, with accommodation available as needed. Experience with municipal event permits, public space activations, park bookings, event recruitment, community outreach or partnership development is an asset.
- Relevant post-secondary education or training in event planning, tourism, hospitality, arts and culture or a related field is valued.

Compensation

This position is a full-time, one-year contract, beginning in February 2027, with a base salary of $50,000, enrollment in an extended benefits program after a probationary period, and eligible for an annual bonus structure based on annual performance objectives set each year as part of an Activity Plan process. Final offers will be determined based on each candidate's qualifications, relevant experience, internal equity and the needs of the role.

To Apply

Send your resume and cover letter outlining relevant experience and qualifications to oliver@waterfrontbia.com. Applications will be received until 5pm on November 30, 2026, but interviews may take place earlier with qualified candidates.

The WBIA welcomes applications from people of diverse backgrounds and experiences. All interested candidates are encouraged to apply and to let us know of any accommodations or supports needed to ensure fair and equitable access throughout the recruitment and selection process, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code. Information received relating to accommodation will be addressed confidentially.