

**CITY OF PEMBROKE
JOB DESCRIPTION**

TITLE:	Waterfront Live Attendant (Student)
DEPARTMENT:	Economic Development, Recreation & Tourism
REPORTS TO:	Program Assistant
RATE OF PAY:	\$8.75 per hour (2008)

EDUCATION, SKILLS, ABILITIES:

- (1) Minimum of sixteen (16) years of age;
- (2) Excellent physical condition and health;
- (3) Current First Aid and CPR level “C” certification
- (4) Must display effective interpersonal, communication and customer service skills;
- (5) Capable of operating a cash register, handling cash, deposit slips and bank deposits;
- (6) Self-motivated and able to work with minimal supervision
- (7) Capable of operating all equipment at the facility and have basic maintenance skills;

RESPONSIBILITY:

Under the direction of the Program Assistant, you will efficiently carry out the day to day requirements for the orderly administration, maintenance and operations of the Waterfront Live venue. Act as a Tourism Ambassador, welcoming visitors and the general public in a friendly and courteous manner and to provide tourist information when requested.

DUTIES:

- (1) Act as official host and spokesperson for nightly Waterfront Live productions;
- (2) Ensure that there is a show in place for the Riverwalk Amphitheatre each and every day throughout July and August;
- (3) Maintain accurate records of all related expenditures and preparatory hours relating to Waterfront Live products and provide a weekly report to Supervisor regarding employment status and scheduling vacancies;
- (4) Provide weekly updates of performance schedules to your Supervisor;
- (5) Maintain all Waterfront Live Schedule Performance boards;

TITLE:	Waterfront Live Facilitator (Student)
DEPARTMENT:	Economic Development, Recreation & Tourism

- (6) Set up appropriate display at Bob’s Music to ensure artists have a chance to sign up for an on-stage performance;
- (7) Provide set-up and act as sound technician for performing groups;
- (8) Ensure Riverwalk Amphitheatre is clean, free of debris and safe for a public audience to enjoy nightly performances;
- (9) Provide an appropriate introduction to the audience of each on-stage performer and also ensure that each entertainer is thanked.
- (10) Must embody a strong customer service focus and public relations image toward the general public; be capable of providing information regarding points of interest and summer activities within the City of Pembroke and surrounding areas.
- (11) Perform any other related duties as may be required or assigned by your supervisor.

HOURS OF WORK: Twenty-One (21) hours per week, various shifts and hours; including evenings, weekends, and statutory holidays. Will include preparation time as required, and nightly shows (3 hours per night, 6:30 – 9:30 PM) during July and August.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this position.

As a condition of employment, candidates must maintain a valid Ontario Driver’s Licence in good standing and will be required to sign a Confidentiality Agreement.

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of The Municipal Act, RSO 2001, and will be used in accordance with The Municipal Freedom of Information and Protection of Privacy Act for employment purposes.