

# The Town of Perth is currently recruiting for a Convener/Special Events Person



---

<b>Posting Date:</b>	Friday, May 16 <sup>th</sup> , 2025
<b>Closing Date:</b>	Friday, May 30 <sup>th</sup> , 2025
<b>Salary Range:</b>	\$17.79 to \$26.79 per hour
<b>Hours of Work:</b>	Up to 24 hours per week
<b>Classification:</b>	Non-Union PT 2
<b>Status:</b>	Part-time, Existing Vacancy, Immediate Start date

## The Town:

At the Town of Perth, we offer exciting employment opportunities in a workplace that values diversity, collaboration, and community engagement. Working with us means being part of a team that makes a real difference in the lives of our residents. Whether you're starting your career or looking for new challenges, we can't wait for you to join us!

## The Opportunity:

The Convener/Special Events person will be responsible for being the onsite attendant at the Crystal Palace and other town facilities during rentals to ensure a high quality of customer service and facility supervision. In addition, the Convener/Special Events person will support Tourism events as necessary. This position generally involves evenings and weekend work.

## What you will do:

Perform the responsibilities of the position within the legislative and regulatory standards as set out in all applicable provincial and municipal regulations, policies, and by-laws.

- To be the onsite staff person during evening/weekend events at the Crystal Palace and other town facilities as determined necessary.
- Works with the Renter of the Crystal Palace to ensure good customer service.
- Opens and closes the Crystal Palace, washrooms, storage building, etc.
- Conducts general maintenance of the facilities/grounds during an event including cleaning and stocking washrooms, emptying garbage, turning off lights, closing windows, turning off fans, locking doors and maintaining the security fencing perimeter.
- Ensures that the Renter removes all alcohol from the premises at the end of the evening.
- Must demonstrate excellent communication practices with all customers.

*The Town of Perth is an equal opportunity employer and values diversity in our workforce, encouraging applications from all qualified individuals. Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in the recruitment process, please advise the [Human Resources Administrator](#) as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the [Human Resources Administrator](#).*

# The Town of Perth is currently recruiting for a Convener/Special Events Person



- Phones 911 in the event of an emergency.
- Perform the responsibilities of the position within the legislative and regulatory standards as set out in all applicable provincial and municipal regulations, policies, and by-laws.

The above generally describes the responsibilities involved with the position however is not intended to be an exhaustive list

## **What you will need:**

- High School diploma;
- Two years' work experience;
- Excellent interpersonal and communication skills
- First Aid/CPR Certification
- Ability to work independently

## **What we are offering:**

The Town of Perth is proud to offer the following benefits with this job:

- Public Holiday pay
- Vacation pay

## **The Next Step:**

If you have the necessary skills, experience, and qualifications, and you can support our core values, we invite you to submit your application using the apply now link below.

[APPLY NOW](#) or visit our [Employment page](#) for other opportunities.

*The Town of Perth is an equal opportunity employer and values diversity in our workforce, encouraging applications from all qualified individuals. Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in the recruitment process, please advise the [Human Resources Administrator](#) as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the [Human Resources Administrator](#).*