pcwellnesscentre.ca

2-2756 Westville Rd., Pictou County, NS B2H 5C6

**Job Title:** Event Conversion Team Member Sept 4, 2024

**Employer:** Pictou County Wellness Centre

**Location:** New Glasgow, Nova Scotia

**Job Type:** As-Needed Basis

**About Us:** The Pictou County Wellness Centre is a premier facility dedicated to hosting a wide range of events, from sports tournaments and concerts to trade shows and community gatherings. We pride ourselves on delivering top-notch experiences for our guests, and we are seeking motivated individuals to join our Event Conversion Team on an as-needed basis.

**Position Overview:** As a member of the Event Conversion Team, you will play a crucial role in transforming our spaces to meet the specific needs of each event. This involves setting up and breaking down event equipment, moving furniture, installing staging, and ensuring that the venue is ready for each unique event. This position is ideal for those who are reliable, detail-oriented, and enjoy working in a dynamic environment.

**Key Responsibilities:**

* Assist in the setup and breakdown of event spaces, including seating arrangements, staging, and other equipment.
* Work efficiently to convert the facility between different events.
* Follow detailed instructions to ensure each event is prepared to the highest standard.
* Maintain a clean and organized workspace during and after conversions.
* Communicate effectively with other team members and supervisors to ensure smooth operations.
* Adhere to safety protocols and guidelines at all times.

**Qualifications:**

* Ability to lift and move heavy objects (up to 50 lbs).
* Strong attention to detail and ability to follow instructions.
* Excellent teamwork and communication skills.
* Flexibility to work varied hours, including nights, weekends, and holidays.
* Previous experience in event setup or a similar role is a plus but not required.

**How to Apply:** Interested candidates are encouraged to contact Jenna Gordon, Operations Manager, at jenna.gordon@pcwellnesscentre.ca Applications will be reviewed on a rolling basis.