

## City of Pembroke

### Waterfront Live Supervisor (Student) Job Summary

Parks and Recreation Department

Reporting to the Recreation Programmer and/or Program Assistant

Rate of Pay - Ontario Minimum Wage

#### Education, Skills, Abilities:

1. Minimum of sixteen (16) years of age;
2. Current First Aid and CPR level "C" certification;
3. Must display effective interpersonal, communication and customer service skills;
4. Must be comfortable in and around water;
5. Must display effective interpersonal, communication and customer service skills;
6. Self-motivated and able to work with minimal supervision; and
7. Capable of operating all equipment at the facility and have basic maintenance skills.

#### Responsibility:

Under the direction of the Recreation Programmer, 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, welcome visitors and the general public in a friendly and courteous manner and provide tourist information when requested.

#### Duties:

1. Book acts for Waterfront Live and serve as liaison between performers and municipality;
2. Supervise Waterfront Live attendant and create staff schedules;
3. Create and distribute posters and graphics advertising Waterfront Live;
4. Keep performer schedule up to date in files and online;
5. Act as official host and spokesperson for nightly Waterfront Live productions;
6. Maintain accurate records of all related and preparatory hours relating to Waterfront Live productions and provide a weekly report to Supervisor regarding scheduling vacancies
7. Provide weekly updates of performance feedback to your Supervisor;
8. Provide set-up and act as sound technician for performing groups;
9. Ensure Riverwalk Amphitheatre is clean, free of debris and safe for a public audience to enjoy nightly performances;
10. Provide an appropriate introduction to the audience of each on-stage performer and also ensure that each entertainer is thanked;
11. 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;
12. Assist with programs and events as necessary throughout summer;
13. Answer phone calls and emails within office;
14. Perform any other related duties as may be required or assigned by your supervisor.

**Hours of Work:**

Forty (40) hours per week, various shifts and hours, including evenings, weekends, special events and statutory holidays. Scheduled shifts will include preparation time as required and nightly shows (typically 3 hours per night, 6:00 – 9:00PM) during June, 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 will be required to sign a Confidentiality Agreement.