

THE TOWN OF PARRY SOUND POSITION DESCRIPTION

POSITION TITLE:

Fundraising & Special Events Intern

REPORTING RELATIONSHIP:

This position reports directly to the Bobby Orr Hall of Fame Curator, hereinafter referred to as the "Curator".

PURPOSE OF POSITION:

The Fundraising & Special Events Intern will collaborate with the Curator in planning and executing a new fundraising initiative for the Bobby Orr Hall of Fame. The Intern's responsibilities will include researching and formulating a comprehensive fundraising strategy, assisting in the organization and management of a community event at the Hall of Fame and supporting an oral history project designed for an online exhibit. The role emphasizes strategic planning and hands-on participation in promoting the Hall of Fame's mission through special events.

SCOPE OF POSITION:

Works within policies and procedures established by Council and directed by the CAO.

RESPONSIBILITIES:

The Intern will be responsible for the following:

1. Work with the Curator on the planning and implementation of a new Bobby Orr Hall of Fame fundraising event. Tasks include logistics, coordinating with vendors and volunteers. The Intern will assist with all stages of the event from research and planning to execution and reporting.
2. Conduct thorough research on potential fundraising methods and identify opportunities to enhance donation streams for the Bobby Orr Hall of Fame.
3. Develop and present a strategic fundraising plan, incorporating innovative approaches to engage sponsors and donors effectively.
4. Work alongside the Curator to design and implement a community-focused event, ensuring alignment with the Hall of Fame's missions and goals.

5. Support the Curator in the development of an oral history project aimed at expanding the Hall of Fame's online offerings.
6. Other duties as assigned.

WORKING CONDITIONS:

Work environment has minimal or no disagreeable working conditions; work is in various locations throughout the facility with events conducted both on and offsite; with frequent public contact; and, subject to deadlines and interruptions.

Work is subject to unusual and unscheduled hours.

WORKING RELATIONSHIPS:

1. **With the Bobby Orr Hall of Fame Curator**
Receives direction, guidance and encouragement; discusses plans and priorities. Provides support as needed.
2. **With all staff at the Charles W Stockey Centre and Bobby Orr Hall of Fame**
Works with the entire team in a spirit of co-operation and teamwork, taking direction of specific assignments.

KNOWLEDGE AND SKILL:

- A post-secondary degree or diploma in a relevant field.
- Excellent verbal and written communication skills.
- Strong attention to detail.
- Experience with planning and executing events.
- Exceptional customer service skills.
- Ability to perform tasks with minimal supervision.
- Ability to perform multiple, concurrent tasks.
- Ability to work with volunteers and as a member of a team.
- Understanding of the need for confidentiality, tact and discretion in a public environment.

IMPACT OF ERROR:

- Errors (information and clerical) could result in confusion, duplication of effort, misinformation to stakeholders and could result in financial loss and/unfavourable public relations.

CONTROL:

- General policy direction from Council through the CAO; direct supervision from the Curator.