



## Rideau Canal Museum

### Volunteer Position Description

# Event Planner

**Purpose of the Role:**

- To plan/deliver events that promote the principles and philosophy of the RCM

**Location:**

- At the RCM, in Smiths Falls or throughout the region

**Duties and Responsibilities**

- Assist with planning of current events including Scotch Tasting, Wine Tasting, Christmas Craft Show, Life Along the Rideau music series
- Co-ordinate location, staff, sponsors, participants, displays etc for event
- Contact external groups/individuals for delivery of event (e.g. band)
- Coordinate media, ticket sales, volunteer staff, etc.

**Time Requirements:**

- 12 hours per event on average. May require more time depending on event
- Year round

**Skills and Qualifications Required**

- Experience in event planning and/or fundraising would be an asset
- Outgoing personality, enthusiastic
- Excellent organizational skills
- Self starter
- Excellent interpersonal skills
- Have an interest in local cultural history

**Benefits:**

- Share/expand event planning/management skills
- Enables RCM to improve its community profile/niche in community
- Enables for education of the general public re: significance of Rideau Canal, the museum and the World Heritage Site
- Opportunities to meet new people, networking

**Orientation and Training**

Provided by the RCM Manager or VC:

- Tour of the museum and its facilities



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- Training on volunteer policies and procedures
- Detailed review of existing events and potential events
- Detailed review of fundraising efforts

### **Level of Screening Required**

- Application and Interest Form Completed
- Interview Completed (can be conducted by telephone)
- 2 personal reference/recommendation check completed
- Criminal Records Check

### **Supervision**

- To be provided by RCM Manager

### **Safety Considerations/Precautions**

- All volunteers will take into consideration and act in accordance with health and safety policies and best practices in the execution of their task

Date description developed:

March 2010

Date reviewed/revised: