



MASARYK MEMORIAL INSTITUTE INC.

450 Scarborough Golf Club Road • Toronto, ON, Canada, M1G 1H1 • 416-439-4354

Masaryk Memorial Institute (MMI) WANTED - Event Planner

MMI is offering an exciting opportunity for someone to help plan and implement our 75th Anniversary Event in June of 2023 when we will be hold a Czech and Slovak Festival to celebrate the purchase of our 22-acre property, known as Masaryktown in Scarborough. This is a one-day event that historically has consisted of musical entertainment, children's activities, food vendors, crafts vendors, raffle prizes and welcome speeches by local dignitaries. Depending on the weather it is estimated that 500 - 700 people will attend.

MMI is looking for a highly motivated energetic well-organized individual with experience and education in event planning and organizing to take responsibility for organizing and managing all aspects of the event. Their duties will include:

- Planning budgeting and logistics including the development of a critical path for site preparation, food availability, safety requirements, décor, marketing and personnel requirements;
- Assisting to identify entertainment for both adults and children and sourcing and managing chosen entertainers
- Identifying vendors for food, crafts or other items of interest, and other supplies, services and permits needed for such an event;
- Sourcing, organizing and managing all suppliers, vendors and providers of services and required permits;
- Identifying volunteer requirements, laying out assignments for volunteers and managing them prior to and during event
- Assisting in identifying sponsorship opportunities
- On-site supervision and execution of the event and post-event dismantlement

The planner will report to and work in close conjunction with MMI's Operations and Marketing Manager and a Steering Committee of Volunteers and will attend meetings of this group on a regular, possibly weekly, basis. Experience with digital tools for planning is desirable as the individual will provide regular reports to the Steering Committee.

Desirable but not essential, would be familiarity with MMI and its activities and stakeholders. Most importantly, we are seeking an individual that is interested, knowledgeable and passionate to work with a team and take the lead in organizing a celebration for an important milestone for our organization's history.

MMI is a Canadian non-profit organization based in Toronto, Ontario that has been serving people of Czech and Slovak origin living in Canada since 1945. Information about the organization, the history, structure, events and activities are provided on our website at <https://www.masaryktown.ca/>.

To indicate interest, please submit a letter outlining relevant qualifications along with a resume no later than January 10, 2023 to office@masaryktown.ca.