

Events Coordinator

Downtown Hamilton BIA



Position Type: Full-Time

Location: 20 Hughson St. S., Hamilton

Compensation: \$25.00 hourly, 35 hours/week, eligible for benefits after a 3-month probationary period

Application Deadline: May 29, 2026

About Us

The Downtown Hamilton Business Improvement Area (BIA) represents a group of property and business owners within a defined geographic area and work collectively to develop, promote, and protect the commercial viability of the area. The BIA enhances downtown vibrancy through events, beautification efforts, public art initiatives, and more. We are also a source of information for business members and advocate on their behalf.

Mission: The Downtown Hamilton Business Improvement Area provides value to our members through advocacy, beautification, promotion, development, and preservation of downtown Hamilton.

Vision: A vital and prosperous downtown that is the focal point of Hamilton.

Position Overview

The Events Coordinator plays a key role in the planning, development, and execution of the Downtown Hamilton BIA's events program. Working collaboratively with the BIA team, this position manages the full lifecycle of BIA events from concept to on-site delivery and post-event follow-up, while continuously looking for opportunities to grow and strengthen downtown Hamilton's programming calendar. The successful candidate will be organized, creative, and community-minded, with a genuine enthusiasm for activating urban spaces and connecting people to their downtown.

Responsibilities and Duties

- Plan and coordinate BIA events from concept through to on-site execution and post-event follow-up.
- Identify and develop event concepts and programming that animate and promote downtown Hamilton.
- Develop sponsorship packages and lead outreach to potential sponsors and community partners.
- Research and source vendors, entertainment, and suppliers to support event delivery.
- Recruit, organize, and communicate with volunteers for BIA events.
- Collaborate with the BIA team on event-related marketing, social media content, and promotional materials.

- Track and manage event budgets and maintain organized records including permits, vendor contracts, and post-event documentation.
- Be available to work some evenings and weekends to support BIA events.

Preferred Skills and Experience

- Demonstrated experience planning and executing events, ideally in a community, nonprofit, municipal, or BIA context.
- Post-secondary education in event management, hospitality, communications, or a related field is considered an asset.
- Proven ability to manage multiple projects and deadlines simultaneously.
- Highly organized and detail-oriented, with the ability to make sound decisions under pressure.
- Strong interpersonal and communication skills, with the ability to build relationships across a diverse range of stakeholders.
- A creative self-starter with strong strategic thinking skills and a genuine passion for downtown community building.
- Comfortable with physical tasks associated with event setup and teardown, including lifting and transporting equipment.
- Knowledge of downtown Hamilton and the surrounding community is considered an asset.

How to Apply

Submit a cover letter and resume with the subject line “Events Coordinator + (Your Full Name)” to operations@downtownhamilton.org no later than end of day May 29, 2026. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

The Downtown Hamilton BIA is an equal opportunity employer, committed to fostering an inclusive and diverse workplace. We welcome applications from all qualified individuals. If you require accommodation during the recruitment process, please let us know and we will do our best to support your needs.