

## **Job Posting: Event Support Staff – King William Street**

**Positions Available:** 2

**Position Type:** Part-Time, Temporary

**Term:** July 27 to September 9, 2026

**Schedule:** Approximately 20 hours/week, Wednesday to Saturday

**Location:** On-site at King William Street, downtown Hamilton

**Compensation:** \$25.00/hour

**Application Deadline:** July 12, 2026

The Downtown Hamilton Business Improvement Area (BIA) is hiring two Event Support Staff to assist with programming on King William Street as part of an exciting public space project in the heart of downtown Hamilton.

Led by the City of Hamilton in collaboration with the BIA, this project transforms one block of King William Street (between James Street North and Hughson Street) into a pedestrian-friendly destination featuring free weekly programming including live music, vendor markets, dance performances, and more.

As an Event Support Staff member, you will be on the ground during scheduled activities, welcoming visitors, supporting performers and vendors, and helping ensure the street remains vibrant, inclusive, and safe.

### **Key Responsibilities**

- Provide on-site support during scheduled programming activities, including live music, dance series, vendor markets, and community events
- Act as a friendly and knowledgeable presence for visitors, answering questions and supporting a positive experience on the street
- Assist performers, vendors, and community partners with logistics and day-of needs
- Liaise with local businesses and program partners to support smooth day-of operations
- Assist with data collection and documentation, including attendance tracking, brief surveys, photos, and observations
- Set up and take down event equipment as needed
- Help maintain an atmosphere that is safe, inclusive, and inviting to all

### **Ideal Qualifications**

- Reliable, proactive, and comfortable working with minimal supervision in an outdoor public setting
- Strong interpersonal skills and a welcoming, professional attitude
- Experience in events, customer service, hospitality, or public programming is an asset

- Comfortable working outdoors in various weather conditions
- Comfortable being photographed as part of program documentation and promotion
- Flexible availability Wednesday through Saturday, including evenings
- Familiarity with downtown Hamilton is an asset

### **To Apply**

Please send a brief cover letter and résumé to [operations@downtownhamilton.org](mailto:operations@downtownhamilton.org) by July 12, 2026. Use the subject line “Event Support Staff – [Your Name].”

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

If you require accommodation at any stage of the recruitment process, please contact us and we will work with you to meet your needs.