



Mission: Bring STEAM to life through hands-on science learning experiences. Discovery Centre's mandate is advanced through the presentation of high-quality STEAM educational experiences.

Events Assistant

Department:	Exhibits & Facilities
Supervisor:	Events & Membership Specialist
Position Category:	Full time student
Wage:	\$18.50 per hour
Hours of Work:	35 hours per week; 14 weeks; flexible schedule including weekend & holiday hours
Start Date:	September 8 2026
Application Deadline:	July 8, 2026

Position Summary:

For over 35 years, the Discovery Centre has developed a reputation for being Nova Scotia's leader in the delivery of exciting hands-on, minds-on science programming for youth.

Are you an outgoing and enthusiastic team member with strong project management skills and a drive to represent Discovery Centre? We are looking for you to join our team as an Events Assistant this fall.

The Events Assistant is responsible for assisting in the sale, planning, and delivery of event facility rentals including new business development, client service, setup, and execution of venue rentals within the 40,000 sq. waterfront facility. The Events Assistant also assists in the planning and execution of internal events including after-hours experiences, membership engagement, and fundraising events, working with internal staff and external suppliers to create superior event experiences.

Description of Tasks:

The Events Assistant works in the Marketing department and reports to the Events & Membership Specialist. The primary tasks of the position are:

- Assisting with event execution including facility setup and teardown
- Researching potential venue rental sales leads for proactive contact
- Aiding with event bookings including quoting, contract development, and invoicing

- Coordinating event suppliers including the Centre's caterer to ensure clients' food and beverages needs are fulfilled
- Greeting guests and fulfilling onsite client event needs
- Helping with the planning and execution of Discovery Centre proprietary events
- Supporting the Discovery Awards - Discovery Centre's annual fundraising gala
- Ensuring compliance with insurance, legal, and health and safety as defined by Nova Scotia Occupational Health and Safety Act
- Other duties as assigned

Qualifications:

Education: Post-secondary studies in tourism, hospitality, events, business administration, marketing, or related discipline

Experience: Experience in customer service, marketing, or event planning preferred

Language Requirements: Fluency in English is required; additional languages (especially French) considered an asset

Competencies:

- Exceptional communication and interpersonal skills
- Self-motivated and able to work independently with minimal supervision
- Able to work well as part of a team
- Highly organized and detail-oriented
- Great administrative skills
- Creative and responsive at problem solving
- Strong prioritization and multitasking

Other Qualifications:

- Proficient in MS Office applications
- Able to move furniture and lift heavy objects, with accommodations if needed

Eligibility: Applicants must qualify for Student Work Placement Program funding and be returning to studies in Fall 2026 to be considered.

Measurable Outcomes:

The Events Assistant will:

- Provide exceptional customer service clients, evidenced by positive client feedback
- Work cohesively as part of the Marketing team, contributing to a positive culture

- Assist with the full-cycle planning and delivery of events.

This position is an excellent opportunity for an individual who is interested in a career in event planning, tourism/hospitality, or any role working with people.

Application:

Applications are to be emailed to recruitment@thediscoverycentre.ca. Applicants are to submit their resume, cover letter, and references. Please note the position that you are applying for in the subject line of your email application. All applications will be reviewed but only those chosen for an interview will be contacted. All applicants are thanked in advance for their interest. **Please note: this position is dependent upon receipt of funding.**

Discovery Centre is committed to leveraging our facility, people, and programming to create inclusive spaces that ignite a passion for science and discovery. We are also committed to advancing diversity, inclusion, equity, and accessibility practices within our workplace, public engagement spaces, and programming. Our Centre's Board of Directors, management, and staff believe diverse participation and representation are essential and that our networks thrive when we create an inclusive and equitable culture where all people can see themselves reflected, feel respected, and have their contributions valued.

Discovery Centre promotes equal employment opportunities for all job applicants, and we encourage applications from candidates who self-identify as a member of an underrepresented group, including Indigenous people (especially Mi'kmaq), people of Black/African descent (especially African Nova Scotians), members of other racialized groups, women, people with disabilities, and members of the 2SLGBTQ+ community.

We are committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you need to be accommodated during any phase of the evaluation process, please contact recruitment@thediscoverycentre.ca to request specialized accommodation. All information received in relation to accommodation will be kept confidential.