



Job Title: Market on Main and Event Coordinator

Reports To: Executive Director

Location: Radium Hot Springs, British Columbia

Employment Type: Part-Time, Seasonal

Wage: \$25/hr

About Travel Columbia Valley

Travel Columbia Valley is the official destination marketing organization (DMO) for the Columbia Valley region in British Columbia. Our organization works collaboratively with regional tourism stakeholders to attract visitors, develop destination assets, and enhance the overall experience for travelers and residents alike. We are committed to inclusivity, sustainability, and community alignment as we grow a vibrant, year-round visitor economy.

Position Summary

The Market on Main and Event Coordinator is an important part of the Columbia Valley Tourism team. The main activities of the role include planning, organizing and executing the weekly Radium market on main. This includes site planning, communication with vendors and working with local businesses and stakeholders to successfully execute the weekly event.

Skills and Abilities:

- Excellent communication skills
- Excellent customer service and organizational skills
- Event planning and execution
- Knowledge of attractions, events, tourism products/services within the Columbia Valley
- Team player who can work independently
- Computer skills including MS Office, Google.
- Outgoing, friendly, and welcoming

Duties & Responsibilities:

- Plan, organize, and oversee all aspects of weekly Radium market days from setup to takedown
- Ensure the market site is safe, clean, and well-organized, including coordinating vendor booth placement
- Open and close the market, managing start and end-of-day procedures
- Communicate with vendors and musicians
- Ensure compliance with local health, safety, and business licensing regulations
- Liaise with the municipality and property owners regarding site use, and logistics



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- Resolve vendor conflicts and enforce market rules and policies
- Support in coordination of other tourism events
- Serve as the primary point of contact for customer inquiries and complaints
- Other tourism and administrative duties as assigned

Preferred Qualifications

- Degree or diploma in Marketing, Tourism, Communications, Business Administration, or a related field
- Experience working in a DMO or tourism-focused organization is an asset.
- Excellent communication skills
- Excellent customer service and organizational skills
- Experience managing events
- Knowledge of attractions, events, tourism products/services within the Columbia Valley
- Team player who can work independently.
- Outgoing, friendly, and welcoming
- Valid Class 5 Driver's License

Successful candidate must be available to work and be on site for all Radium Markets (Fridays from June 26th to September 4th).

Work schedule will be approximately 20 hours per week and on site for Wednesday, Thursday, and Friday.

On-site training as well as Destination BC Visitor Services training will be provided.

Please submit resume and cover letter to tourism@radiumhotsprings.com.



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