



# Personnel Manager

## Edmonton Christmas Market

**Position Type:** Seasonal Contract

**Location:** On-site @ Fort Edmonton Park, other locations TBD

**Contract:** November 17, 2025 to December 21, 2025

**Report to:** Sarah Matysio, Customer Experience Manager

**Compensation:** Hourly

[Edmonton Christmas Market](#) (ECM) at Fort Edmonton Park — a winter festival destination for discovering regional brands and makers, food and culinary experiences, live entertainment, activities and more.

## About the Role

The Edmonton Christmas Market (ECM) is seeking a personable, organized, and dependable **Personnel Manager** to serve as the main on-site contact for our seasonal staff. Based out of our Staff Headquarters (HQ), this role ensures every team member starts their shift with the tools, information, and support they need to succeed. From greeting staff upon arrival to distributing equipment like POS machines, high-visibility vests, parking batons, and walkie-talkies, you'll keep operations running smoothly and staff feeling supported.

If you enjoy helping people succeed in their roles, can juggle multiple moving pieces, and thrive in a lively, fast-paced environment, this could be the perfect seasonal opportunity for you.

## Key Responsibilities

- First point of contact for all seasonal staff—greet team members as they arrive, confirm daily assignments, and ensure they are prepared for their shifts.
- Distribute and collect required tools and equipment (e.g., high-vis vests, POS machines, parking batons, radios/walkie-talkies).
- Ensure all staff know where they're stationed and understand their responsibilities for the day.
- Maintain an organized check-in/check-out process for all issued equipment.
- Act as the first point of contact for staff needing assistance, direction, or clarification during their shift.
- Communicate any staffing or operational concerns to team Leads.
- Manage and monitor snacks and food for staff.
- Monitor staff headquarters to ensure it remains clean, welcoming, and well-stocked with necessary supplies.
- Assist with end-of-day wrap-up, including equipment return and final staff check-outs.
- Perform other duties as assigned to support the success of the festival.

## Minimum Qualifications

- Prior experience in team coordination, events, or staff management is an asset.
- Strong organizational skills and attention to detail.
- Excellent interpersonal and communication skills.
- Comfortable using basic technology (Google Workspace, radios, POS systems).
- Able to stay calm, positive, and solutions-focused in a busy environment.
- Self-motivated and dependable, with the ability to work independently.
- Willing to work outdoors and in varying weather conditions.
- Availability to work evenings, weekends, and extended hours during the festival period.
- Successful applicants must be available for the entirety of the Edmonton Christmas Market, including pre-production and post-production. Vacation blackout period is in effect from November 17, 2025 to December 22, 2025 (Thursday through Sunday).



## Schedule

- **Pre-Production & Festival Period: November 17 – December 21, 2025.** Starting November 17, 2025 you will be expected to work on site to support the pre production needs of the event. Festival hours commence November 28, 2025. During this time you may be working more than 8h per day, and as per contractor agreement you will be paid out for every hour worked.

## Why Join Us?

The Edmonton Christmas Market isn't just an event—it's an experience that brings people together in the heart of the holiday season. As part of our team, you'll help create lasting memories for thousands of visitors while working in a fun, festive atmosphere.

## How to Apply

Please send your resume and a brief cover letter to [hello@wearewildheart.com](mailto:hello@wearewildheart.com) with the subject line *Personnel Manager*.