******

**About Newcomer Day**

Hamilton Newcomer Day has been created to provide a warm welcome to newcomers, showcase local services and information of interest to newcomer populations, and celebrate Hamilton’s diversity.

The 2025 Newcomer Day will be held inside and outside Hamilton City Hall on May 23, 2025. It will feature an Opening Ceremony with cultural performances and music, citizenship ceremony, family-friendly displays and activities, marketplace, information fair, and diverse types of food.

Attendance is expected to be in the hundreds. RBC is the title event sponsor, and the event has a total budget of $18,000.

**Opportunity**

The Hamilton Immigration Partnership Council (HIPC) seeks assistance with managing the stage entertainment and other outdoor activations, food area, and marketplace. The event manager will have experience with event planning, evidence of successful event management, and connections to diverse communities in Hamilton. The event manager can work independently as well as collaboratively and can meet established deadlines.

**Deliverables**

The event manager will be responsible to HIPC for the deliverables as outlined below:

**Stage entertainment**

The deliverable is to manage the entertainment for Hamilton Newcomer Day. This includes identifying, booking and coordinating the activities and all the entertainment for the day.

Further responsibilities include:

1. Identify and secure an emcee and 5-8 entertainers (musicians, singers or dance troops) reflecting the wide diversity of cultures in Hamilton, with a special emphasis on the city’s newest arrivals and on community members as opposed to professionals. Entertainers must be approved in advance by the HIPC staff team. Senior Project Manager, as will any honouria for performers.
2. Serve as the point of contact for the entertainment and performers.
3. Attend regular, scheduled check-in meetings with HIPC team to share updates and discuss next steps (mostly online but some in-person required)
4. Stage management of event, including opening ceremony, Indigenous presence, order of entertainment, ensuring a working sound system, and working with an emcee
5. Arrange for 3-6 individuals to share their stories of immigration and coming to Hamilton, in a format to be determined
6. Work with HIPC team to identify appropriate audio requirements, identify potential vendors, and determine stage placement and set-up

**Outdoor activities**

The deliverable is to create a safe and fun zone that is easy to navigate and offers opportunities to interact with local organizations and food vendors.

1. Manage overall event including load-in and load-out responsibilities and assist with event site design and layout.
2. Assist with event safety planning.
3. Secure 3-4 licensed, diverse food vendors for the food fair, including at least two that serve meals.
4. Organize a Newcomer Marketplace featuring 3-6 small business owners from different regions of the world who sell varied products.
5. Serve as the point of contact for food and market vendors
6. Work within a mutually agreed upon budget to create a cheerful feel to the event with decorations, banners, etc.
7. Work with HIPC team to map out the activity area and identify tent rental needs
8. Assist with Marketing and promotion

**Budget and Timelines**

This project budget for the above deliverables is $5000 and covers the period February 1 to May 30, 2025.

**To apply, please submit a cover letter and resume detailing relevant experience by 4:00pm on January 31** to Sarah Wayland, Senior Project Manager, Hamilton Immigration Partnership Council, City of Hamilton. Email: sarah.wayland@hamilton.ca