

ARTS HABITAT EVENT SPACES COORDINATOR

Location of work: All Arts Habitat Locations as needed - with a home base at ArtsHub Ortona office (currently at 9722 - 102 Street NW)

Classification: Permanent, Full-Time based on 35 hours/week

POSITION SUMMARY:

The Arts Habitat Event Spaces Coordinator plays a pivotal role in coordinating event support at all Arts Habitat facilities.

The Event Spaces Coordinator will report directly to the Event Facilities Manager and also work closely with the Arts Habitat team.

POSITION RESPONSIBILITIES

Events Management (all Arts Habitat facilities):

- Monitor and address event booking inquiries;
- Prepare event and rehearsal invoices;
- Act as onsite coordinator for events and rehearsals;
- Supervise events staff;
- Summarize event specific data;
- Before Events:
 - Coordinate appropriate resources are ready for facility users;
 - ie. set-ups, strikes, and turn arounds as relating to seating, tables, linens, smartscreen, whiteboard.

Facility Operations (all Arts Habitat facilities)

- Ensure all event facilities are clean, safe, and well-maintained at all times;
- Assist with security measures;

QUALIFICATIONS

- Previous work experience in events space management or a related field is required; preferably in an arts or creative space;
- Strong organizational and communication skills;
- Knowledge of arts and culture management;
- Ability to work collaboratively and assist in the management of multiple stakeholders;
- Creativity and a passion for supporting artists and the creative community;
- Experience in technical theatre and/or events production is an asset.

PERSONAL ATTRIBUTES

- Dedication to Arts Habitat Edmonton's mission and values;
- A strong affinity for the arts and creativity;
- Excellent interpersonal and problem-solving skills;
- Adaptability and the ability to handle unexpected challenges;
- Attention to detail and a commitment to maintaining a high-quality facility;
- Enthusiasm for building a vibrant and inclusive creative community.