

## **ARTS HABITAT EVENT STAFF**

**Location of work:** All Arts Habitat Locations as needed.

**Classification:** 1-Year Contract, Part-Time based on 20 hours/week.

### **POSITION SUMMARY:**

The Arts Habitat Event Staff supports event bookings at all Arts Habitat facilities.

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

Evening and weekend hours will be required.

### **POSITION RESPONSIBILITIES**

#### **General Responsibilities (all Arts Habitat facilities):**

- Ensure all event facilities are safe and clean at all times;
- Create and nurture a welcoming, professional atmosphere;
- Ensure compliance with all applicable building and fire regulations, including building security.

#### **Before and During an Event (all Arts Habitat facilities):**

- Set-up the layout of the space including any seating, tables or decor;
- Liaise with event hosts and contractors, such as caterers, box office staff and/or rented decor delivery/installation crews;
- Facilitate other event logistics as requested;
- Welcome and direct attendants;
- Coordinate front-end services;
- Operate a concession and/or take tickets;
- Direct evolving client requests to the management team;
- Collect event attendance numbers and event specific data;
- Respond to urgent custodial matters;
- Attend to emergent situations, including but not limited to guiding patrons to emergency exits and/or calling 911.

**After an Event (all Arts Habitat facilities):**

- Liaise with event hosts and contractors to ensure a safe and efficient load-out;
- Maintain building security, ensure the event spaces are vacant, and all doors and windows are closed and locked;
- Prepare reports of client interactions, event details, and follow-up activities;
- Report damages, security issues, or other concerns immediately;
- Assist with light-duty custodial matters or other duties as assigned;
- Handle client feedback and post-event evaluations, providing reports and insights to the management team for continuous improvement.

**QUALIFICATIONS**

- Previous work experience in events spaces or a related field is required; preferably in an arts or creative space;
- Strong organizational and communication skills;
- Ability to work collaboratively;
- 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.