



partner in the City of Edmonton's application and receipt of the Canadian Cultural Heritage Fund of \$2 million. With a planned opening in 2024, Arts Habitat Edmonton will be the leasehold operator for this City-owned building that includes a new courtyard performance space, collaborative workshop/community areas, gallery, rehearsal space and 19 individual project studios.

In keeping with the City's vision, the aims of the ArtsHub Ortona include, but are not limited to:

- Providing below-market studio spaces for local professional artists as well as spaces and programming opportunities for Edmonton's arts community.
- Providing below-market assembly, (programming) rooms and multi-purpose spaces for professional artists, as well as the broader community.
- Aiding in the preservation of an historic City building.
- Ensuring the continuation of the ArtsHub Ortona as a vibrant arts and community hub that supports flexible spaces for individual professional artists, as well as community bookable spaces across multiple disciplines.
- Ensuring ArtsHub Ortona remains a financially viable city owned asset.

The role of Assistant Facility Manager is critical to the success of the operation. During the fit-up phase the successful candidate will work closely with the General Manager to ensure the facility is ready for its opening, estimated to be Autumn 2024. Along with the General Manager, they will work closely with stakeholders, including tenants, NFP organisations and the community, to create an environment that is welcoming and conducive to creativity. This may include coordinating with contractors and vendors to ensure that the facility is equipped with the necessary resources and services.

Once the facility is open, the Assistant Facility Manager's role shifts to assisting in the smooth operation of the facility as well as managing volunteers, part-time staff and contractors as required. Overall, the ArtsHub Ortona Assistant Facility Manager plays a pivotal role in ensuring that the facility is a vibrant hub for artistic expression and engagement with the community.

The Assistant Facility Manager will report directly to the ArtsHub Ortona General Manager and also work closely with the Arts Habitat team, specifically the Administration & Finance and Communications Managers.

## **POSITION RESPONSIBILITIES**

### **Facility Operations:**

- Assist in the day-to-day operations of the facility;
- Ensure the facility is clean, safe, and well-maintained at all times;
- Assist with security measures and emergency procedures.

**Tenant and Artist Relations:**

- Serve as a secondary point of contact for artists, tenants, and organizations using the facility;
- Address tenant and artist concerns promptly and effectively.

**Event and Program Coordination:**

- Assist in scheduling and coordinating events, exhibitions, workshops, and programs hosted in the space;
- Collaborate with event organizers and artists to ensure successful events;
- Manage event logistics, including setup and teardown.

**Maintenance and Repairs:**

- Assist in the coordination of facility maintenance, repairs, and improvements;
- Manage relationships with City maintenance vendors and contractors.

**Community Engagement:**

- Help foster a sense of community within the facility;
- Help organize community events and initiatives to encourage collaboration and creativity.

**QUALIFICATIONS**

- Degree in Facility Management, Arts Management, Business Administration, or a related field (or equivalent experience) is an asset;
- Previous experience in facility management, preferably in an arts or creative space is preferred;
- Strong organizational and communication skills;
- Knowledge of building maintenance and safety protocols;
- Ability to work collaboratively and assist in the management of multiple stakeholders;
- Creativity and a passion for supporting artists and the creative community.

**PERSONAL ATTRIBUTES**

- Dedication to Arts Habitat Edmonton's mission, values and the arts;
- 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.



## **SALARY AND BENEFITS**

The salary for the ArtsHub Ortona Assistant Facility Manager is competitive and commensurate with experience, qualifications and the sector. We provide a competitive compensation package that includes group extended health, dental benefits and wellness package.

## **HOW TO APPLY**

Please submit a cover letter and resume in a single pdf document by email to: Arts Habitat Edmonton, Email: [careers@artshab.com](mailto:careers@artshab.com).  
For general information on Arts Habitat please visit [www.artshab.com](http://www.artshab.com).

\*Arts Habitat Edmonton thanks all applicants for their interest. Only those candidates under consideration will be contacted.