

Glenbow

Job Title: Coordinator, Special Events & Museum Rentals - casual

Availability for Evenings and Weekend shifts a must

Job Family: CUPE Local 1645, Salary Grade 5

Please submit resumes to: careers@glenbow.org by September 13, 2019

****Not all applicants will be contacted for an interview

General Information

General Accountability

Reporting to the Director, Development, this position is responsible for assisting in the implementation of special events and museum rentals. This role ensures successful execution of all special events related to Development and membership and effective facilitation of all museum rentals, resulting in positive Glenbow experiences for all guests of Glenbow, and further enhancing our reputation in the community.

Specific Accountabilities

Development & Membership Events:

- Ensures events are aligned with strategy and planned and organized according to desired purpose and outcomes.

Museum Rentals:

- Leads all applicable staff and contractors in successful execution of event including set up and tear down
- Maintains professional composure when working with clients, staff, and contractors
- Communicates clearly with full time event coordinator any and all notes pertaining to the event
- Ensures all clients and contractors are abiding by museum rules and guidelines, and interjects where required
- Acts as last person in event space
- Ensures event space is set up and cleaned properly at the end of event
- Consults with rental clients and provides assistance with respect to event planning and logistics.
- Ensures that museum rentals are a positive Glenbow experience for all clients.

General:

- Plays lead role for facility rental inquiries, bookings, and on-site execution of these bookings.
- Includes but not limited to: All museum gallery/lobby floors and event rental spaces.
- Ensures museum rentals are appropriately resourced with staff and volunteers as required.
- Ensures appropriate billing of staff hours where required.
- Oversees all staff and volunteer resources during the time of the event

Qualifications

- Event Management certificate is preferred
- 3 years experience in event planning and/or Fund Development
- Experience supervising and influencing staff and volunteers in order to achieve outcomes
- Exceptional organizational skills Flexible work schedule

- The performance of a variety of manual tasks where SKILLED coordination of large and/or small muscles are required (e.g. basic event set up - lifting up to 30 lbs.) Well developed creative and artistic insight and direction
- Good critical thinking skills and the ability to adapt under pressure
- Excellent customer service skills

The specific technical skills required by this job include:

Technical Skill

Description
Admissions System - Intermediate
Excel - Intermediate
MS Internet Explorer - Basic
PowerPoint - Intermediate
Raiser`s Edge - Advanced

Key Competencies

- 5) Team Playing - effectively filling necessary roles within a team environment; showing strong listening, summarizing, facilitating and "bridge building" skills.
- 36) Initiative - demonstrating self-motivation; effective performance is driven from within rather than being conditional on pressure from external factors (e.g. supervisors, peers, subordinates, deadlines, crises, etc.).
- Work Relationships/Networking - maintaining working relationships within the organization. This may, when appropriate, include maintaining working relationships or useful contacts outside of the organization to provide information or assistance.
- 7) Customer Focus - taking the initiative in understanding the needs of others (internal and external "customers") and acting to do something helpful.
- 17) Coordinating - working with and coordinating the activities of persons over whom the incumbent may have no direct authority; attention and energy are focused on bringing various activities together to meet timetable(s).
- 22) Community/Public Relations - representing the organization to outsiders; participating in civic activities as the organization`s representative, presenting the organization`s position in difficult, issue related areas and providing information to others/outside associations that enhances the organization`s profile in the community.
- 38) Conduct - demonstrating an acceptable standard of personal behavior in the work place.