



**CONTEMPORARY
CALGARY**

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**Contemporary Calgary
Event Staff
Casual / Part time**

Contemporary Calgary's mission is to provide Calgary and its visitors with a significant visual arts destination dedicated to modern and contemporary art. Contemporary Calgary shares a passion for art that is relevant, meaningful and challenging. We believe in the power of art to transform the places and the lives we live.

Job Description

Event Staff are responsible for assisting in the implementation and execution of in-house events and special events including, closely monitoring exhibition spaces and artwork as required. Event Staff are crucial to the smooth running of events and creating positive experiences for all event guests. Event Staff are expected to spend long hours on their feet, be capable of some heavy lifting and work varying hours including weekends.

Responsibilities:

- Opening and closing the facility as per gallery procedures
- Liaising with deliverers, caterers, clients and other event staff before, during, and after each event
- Ensuring smooth front of house and back of house function during events, and public programs
- A variety of manual task including: unloading, set-up, breakdown and packing up of event equipment
- Tracking attendance statistics
- Ticket sales
- Monitoring the exhibition spaces and artwork, and recording any findings as necessary
- Maintaining cleanliness and organization of event spaces as required
- Completing required exhibition readings as assigned to develop a deeper understanding of all current exhibitions
- Adhering to event safety standards
- Flexible work schedule
- Other duties as required

Qualifications:

- Excellent organizational skills
- Friendly demeanour and excellent verbal communication
- Physical stamina and high energy levels



- Works well in a fast-paced environment with the ability to adapt under pressure
- Excellent verbal and written communication skills in English. Fluency in French is considered an asset but is not essential.
- The ability to work independently under general direction and in a team environment
- Basic physical fitness; this position may require that one stand for extended periods of time and be able to lift more than 20lbs
- Excellent customer service skills
- Pro-serve certification is an asset

Please submit to careers@contemporarycalgary.com, Subject Line: Event Staff Application.

Not all applicants will be contacted for an interview.