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c OPPORTUNITY

Meanwhile Lease Manager
(Contract)



Opportunity: Meanwhile Lease Manager (Contract)

Do you want to help fill empty commercial space downtown and throughout our neighbourhoods? Do you have a background in real estate and a desire to see Calgary animated with arts and culture? Want to be Calgary's creative space matchmaker?

cSPACE Projects (cSPACE) is seeking a **Meanwhile Lease Manager** for a project-based 10-month contract to start in March 2022, with a further year extension dependent on additional funding. Meanwhile leases allow tenants to take advantage of vacancies and lulls in property development, typically granted to tenants such as local non-profit or charitable groups, usually for a non-commercial purpose. This Meanwhile Lease Pilot is an opportunity to:

- Test the real estate sector's support for meanwhile leases in Calgary that are derisked and made easier through a knowledgeable manager
- Assess demand in the arts and culture sector for meanwhile spaces
- Refine the sustainability of the meanwhile lease business model
- Scale the work of the meanwhile lease pilot by finding more opportunities for additional meanwhile leases

The Meanwhile Lease Manager is responsible for managing the Meanwhile Lease Pilot on behalf of cSPACE. The Meanwhile Lease Manager can work remotely or at cSPACE King Edward as needed. Site meetings may be in-person, as public health measures permit. The Meanwhile Lease Manager will work with the cSPACE team and with Calgary Arts Development's Arts Spaces Consultant. This contract can be for a single person or an entity.

Accountabilities include:

- Undertaking a pilot project on Meanwhile Leases during 2022, including:
 - Successfully finding, matching and creating a minimum of 10 Meanwhile Leases with artists / arts organizations in commercial real estate spaces in Calgary
 - Outreach to real estate sector to find aligned organizations secure more spaces
 - Develop vetting process for commercial spaces and creative economy tenants
 - Define types and characteristics of spaces conducive to arts use
 - Populating and maintaining databases of contacts, spaces, and executed leases / licenses of occupation
 - Working with city to ensure property tax exemptions are managed
 - Investigating umbrella liability insurance and making recommendations
 - Investigating sustainable business models based on the pilot and making recommendations
- Regular communications and project management updates to cSPACE

- Monthly updates on project deliverables
- Producing brief monthly and final reports including metrics on key performance indicators based on the items above

Preferred candidates will be:

- Knowledgeable about and experienced in commercial real estate, including understanding of what motivates landlords to pursue these kinds of tenancies.
- Experienced in negotiating and executing contracts, leases and licenses of occupation.
- Familiar with liability insurance and riders, understanding of landlord concerns about reputational liability and other perceived risks.
- Intrigued by determining a sustainable business model for meanwhile leases in Calgary, possibly based on The City's Property Tax Exemption bylaw.
- Curious about learning more about the needs of the arts community in Calgary.
- Committed to equity, diversity, inclusion and accessibility to spaces for the creative community.
- Detail-oriented and able to manage different stakeholders and projects efficiently and effectively.
- Strong self-schedulers who can plan work and meet deadlines.
- Keen aptitude for creating and sustaining relationships with members of the real estate community and the arts community.
- Self-starters who can work independently with minimal supervision after onboarding.
- Strong problem-solving and communications skills.

Experience in commercial real estate is a requirement. Interest in the Calgary arts and not-for-profit communities is considered an asset.

About Us:

cSPACE is a social enterprise dedicated to supporting communities of artists, non-profits, and entrepreneurs working at the creative edge of change. We believe that diverse communities of artists, designers, musicians and makers can shape our city for the future. Our vision for Calgary is a city where creative enterprise thrives in vibrant communities.

Our mission is to develop creative places that connect people and ideas through places that ignite collaboration and community-led change.

In delivering on our mission we provide the conditions that diverse communities of creatives need to remain vital, sustainable and innovative while generating dividends for Calgarians across the city:

- Shared Space – Affordable, flexible and inspiring spaces that are responsive to the evolving needs of new artistic practices, missions and enterprises while delivering unique gathering places for all Calgarians
- Vibrant Community – Diverse and meaningful opportunities to engage with peers and collaborators, amplified through greater connectivity to surrounding neighbourhoods

- Knowledge Sharing – Specialized workshops, services and peer-to-peer mentorship focused on nurturing creative entrepreneurship, building confidence in artists, designers and makers to generate innovative cultural products and experiences for Calgary and the world.

Background:

Meanwhile leases leverage vacancies and lulls in property development. They are typically short term and are often granted to local non-profit or charitable groups, usually for a non-commercial purpose. They are popular in the UK and Toronto. Meanwhile leases will help the real estate industry and the creative economy as they recover from the pandemic.

To Apply:

To apply please email, in PDF format only, a current CV with cover letter outlining your qualifications for the position, along with two professional references to:

Deeter Schurig, President & CEO
deeter.schurig@cspaceprojects.com

Submissions will be accepted until **February 9th, 2022 at 12:00pm**, or until a suitable applicant is found. Interviews are planned for February 14th-16th between 9:30am - 12:30pm.

cSPACE is an equal opportunity employer. We thank you for your interest; only candidates selected for interviews will be contacted. No phone calls please.

cSPACE has a vaccination attestation policy. Any successful candidates will be required to sign a vaccination attestation stating their status. cSPACE will verify this, but will not archive any medical information.

For more information about cSPACE Projects, please visit cspaceprojects.com
For more information about Calgary Arts Development (CADA), please visit calgaryartsdevelopment.com

cSPACE is situated on Treaty 7 territory, home of the Kainai, Piikani, Siksika, Tsuut'ina, Stoney Nakoda Nations and the Métis Nation, Region 3.