

THE GRAND

EVENT COORDINATOR POSITION

Why work at The GRAND?

We are a non-profit presenting arts organization, seeking an experienced Event Coordinator to join our team of strategists, creative thinkers, artists and collaborators. Our team consists of players who love what they do and love to help others realise their goals. By striving to create an environment that allows each team member to be at their best, we believe we can create a team that can accomplish any big goal and have fun doing it!

Who we are?

The GRAND is Western Canada's oldest theatre and has contributed to Calgary's theatre and live performance communities in a myriad of ways for over 100 years. Today we are a non-profit organization committed to being the home of creative placemaking in Calgary. Our mission is to be a Culture House presenting high quality and thought provoking art, creating diverse and inclusive experiences, and bringing together artists and audiences to invoke a new way of thinking, appreciating and being, which transforms the community. The GRAND is in the midst of re-building the organization, and requires individuals who are confident and comfortable taking initiative, adapting to change, and solving problems.

We are dedicated to presenting art from all disciplines and a variety of perspectives, supporting local artists in presenting and mastering their craft, and creating memorable experiences for our audiences.

The GRAND is currently hiring in a number of important roles, bringing together a team of talented and committed people who are passionate about the arts and who value collaboration, team work, innovation, respect and integrity.

[Learn more about The GRAND at our website.](#)

Your expertise:

PLANNING AND ORGANIZING: Solid organizational and project management skills.

MARKET KNOWLEDGE: deep understanding of the venue rental market in both the special events and performing arts area.

REVENUE DRIVEN: deep understanding of how venue rentals contribute to the revenue possibilities of the GRAND, including price setting and selling the venues -- while revenue driven sounds corporate, revenue generation will drive the community possibilities of the GRAND -- within this, an appropriate understanding of what markets and communities can bear. One must be able to strike a balance between the two when selling the venues.

PARTNERSHIP, NETWORKING, AND RELATIONSHIP BUILDING (PRB): build lasting relationships and make connections to other areas of the organization or opportunities -- including the development of relationships with

internal and external stakeholders, such as clients, other venues, and vendors. Ability to work well with people of diverse backgrounds and perspectives.

COMMUNICATION: excellent communication skills, both oral and written, as well as quick and effective communicator.

LEADERSHIP: able to lead a team to realize the goals of the organization, including on revenue goals and completion of special projects.

DETAIL AND DATA ORIENTED: high attention to detail and ability to understand and decipher data to make decisions for the benefit of the organization and its stakeholders.

What you'll be doing:

1. Coordinate and manage all third-party event bookings, including dance, theatre, music, wedding, corporate, and special events;
2. Manage and coordinate GRAND presentations and bookings with the Programming department;
3. Manage the overall booking system and policies, including any necessary refinement of the system and procedures;
4. Manage the effective communication and liaising between the Bookings team and the Production, Ticketing, Front of House, Artistic, and Executive teams;
5. Provide client-oriented solutions and customer service;
6. Attend key conferences to showcase and highlight the venue as a go-to place;
7. Manage booking data for use in decision making by the bookings team and the executive team;
8. Develop and manage key bookings and pricing policies;
9. Maintains Key Performance Indicators (KPIs) relevant to their area;
10. Fulfill all document-related processes with clients, including contracts, invoices, financial reconciliation, and payments using the currently established policies, procedures, and frameworks.

Your educational background:

A Bachelor's Degree and five years progressive experience in events and the performing arts industry, or eight years progressive experience in events and the performing arts industry.

Three years experience in event or performance planning and management.

Intermediate to advanced level computer skills in Google Suite, MS Office, ticketing systems and event management software.

Knowledge of website building (eg. SquareSpace), HTML, and CSS are considered an asset.

Position Type:

Reporting into the Special Projects Manager, this is a full time position working 35 hours per week. Any additional hours will be compensated according to our time in lieu policy.

Salary: Range \$55,000-\$62,500 annually, dependent on experience and qualifications.

Benefits:

- Comprehensive Benefits plan
- Competitive and attractive vacation time, including an additional week off over the holiday season
- Social and team building events
- Remote work option
- Internal growth opportunities
- Personal development opportunities
- Professional development opportunities
- We will support you in creating the life you desire through your work!

Where you'll be working:

The GRAND is situated on the land where the Bow River meets the Elbow River. The traditional Blackfoot name of this place is Mohkinstsis, which is also referred to as the City of Calgary. We honour and acknowledge Mohkinstsis and the traditional Treaty 7 territory and oral practices of the Blackfoot confederacy: Siksika, Kainai, Piikani, as well as the Iyarde Nakoda and Tsuut'ina nations who also call this place home. We also acknowledge that this territory is home to the Métis Nation of Alberta, Region 3 within the historical Northwest Métis homeland.

This position is in The GRAND building located at 608 1 St SW in Calgary, Alberta. Some remote work may be possible.

Ready to join our team?

If you'd like to be part of a non-profit organization that is committed to being Calgary's Contemporary Culture House and fostering an environment where everyone feels welcome and respected, The GRAND is the place for you!

To apply, submit your detailed cover letter and resume in confidence to Alen Martel by email to info@thegrandyyc.ca. Please include in the subject line: Event Coordinator Position

The posting will remain open until the position is filled with our next team member. Applications will be reviewed upon receipt.

We appreciate your interest in working with us, but only those applicants selected for interviews will be contacted.

We are an equal opportunity employer:

The GRAND is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, race, ethnicity, indigeneity, gender, gender-identification, or sexual orientation. We encourage and welcome applicants of Indigenous heritage, applicants who identify as racialized, marginalized or disabled, people of colour or diverse cultural backgrounds. We endeavour to provide a culturally safe and supportive environment and have an existing work-place harassment policy with zero tolerance for harassment in all working environments.

The GRAND is committed to providing reasonable accommodations for persons with disabilities in all parts of the hiring process. The GRAND invites candidates who may require assistance during the application and/or hiring process, to let us know and we will work with them to meet their needs.