**Calgary Downtown Association – Events Coordinator**

**Job Description**

The Calgary Downtown Association (CDA) is seeking an experienced Events Coordinator to assist the Operations department with the planning and execution of all CDA events & activations, perform street operations inspections of the Stephen Avenue Walkway (SAW) and Barclay malls, and perform miscellaneous operational and administrative tasks. As an ideal candidate, you will have proven skills in organization, balancing multiple tasks and projects at once, and proficient in Microsoft Office. Additionally, you will be proactive and skilled in event coordination, relationship building, customer service, and communication. Reporting to the Director of Operations, you will also work as part of a small team within a time-sensitive and demanding environment effectively working with the CDA team, event exhibitors, suppliers, contractors, partners, artists and performers.

**Objectives of this Role**

* Assist with the overall operational planning and execution of CDA events and activations
* Provide exceptional customer service to event exhibitors, suppliers, contractors, partners, artists and performers, and SAW & Barclay businesses/ratepayers
* Assist in street operations inspections and enforcement

**Daily and Monthly Responsibilities**

* Coordinate CDA events and activations
* Work with exhibitors, suppliers, and partners to confirm and coordinator event and activation requirements
* Perform various administrative tasks to assist with the successful execution of street operations and CDA events and activations including, but not limited to:
  + Issuing permits for the Malls, creating staffing schedules, signage plans, supply lists, operation schedules, master hours of operations, supply lists, etc.
* Assist with managing and responding to all event/activation related inboxes
* Communicate key information to all event/activation stakeholders including CDA staff, event exhibitors, suppliers, contractors, partners, artists and performers
* Assist with onsite event operations from move-in to move-out
* Assist with the organization and inventory of all CDA assets and street assets
* Other operational duties as necessary related to various CDA activations, street operations and operational efficiencies
* Perform daily street operations inspections and enforcement
* Physical duties required such as lifting equipment and assisting with setup / dismantle of events.
* Monday – Friday workweek, 8:00 AM – 5:00 PM
  + Weekend work is required.
  + A Tuesday – Saturday workweek may be required during the warmer season (May – September)

**Skills and Qualifications**

* At least 2+ years of proven experience in an operations or events role
* Excellent customer service skills
* Proactive and takes initiative
* Proven skills in organization and balancing multiple tasks and projects
* Strong interpersonal skills in building excellent working relationships
* Ability to take direction and work with minimal supervision
* Strong skill in attention to detail
* Excellent communication skills
* Knowledge of general business office software and aptitude to learn new applications; proficiency in Microsoft Office

**Preferred Qualifications**

* Related education in event management or operations
* Mail merge
* Adobe Illustrator

**Closing Date**

* May 6, 2022