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### **Event Staff – Causal / Part-time**

Contemporary Calgary aims 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, and we believe in the power of art to transform the places and the lives we live. We are seeking part-time Event Staff to join the Contemporary Calgary team.

Contemporary Calgary is an equal opportunity employer committed to creating a diverse, respectful and inclusive environment, and encourages applications from all qualified candidates for this position. Please apply with a cover letter and resume to [careers@contemporarycalgary.com](mailto:careers@contemporarycalgary.com)

Subject Line: Event Staff

Applications for this position are accepted on an ongoing basis

Not all applicants will be contacted for an interview

### **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. The role of event staff also includes bartending, serving, ushering and registration/ticket booth. Event Staff are expected to spend long hours on their feet, be capable of some heavy lifting and work varying hours including weekends.

### **Role and responsibilities include, but are not limited to:**

- 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 and operating ticket booth
- 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
- • Uphold AGLC regulations while exhibiting a strong attention to cleanliness and accuracy in dealing with beverage and concession sales
- • Casual bartending and serving
- • Flexible work schedule
- • Other duties as required

### **Experience and Qualifications**

- Excellent organizational skills
- Friendly demeanour and excellent verbal communication
- Integrate and work well with existing staff
- Be presentable in appearance and comfortable interacting with clients
- Is highly motivated and ready to take on tasks, problem solve and adapt to new situations
- 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
- This position may require that one stand for extended periods of time and be able to lift more than 20lbs
- Excellent customer service skills
- Bartending or serving experience is recommended, but not required. Prior hospitality experience is considered an asset
- Valid ProServe Certificate
- First Aid Certification is not required but considered an asset