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Q 11211 142 STREET NW EDMONTON, AB T5M 4A1

780-452-9100

POSTING NO.: ESSF1706 AFFILIATION: CSU52

The Edmonton Space & Science Foundation Events and Rentals Coordinator Part time

Join TELUS World of Science – Edmonton (TWOSE) as we embark on our 40^{th} trip around the sun! Situated in the heart of amiskwacîwâskahikan all f' b f'
all f' b' b' b' b' a in Treaty Six Territory and the Métis Homeland, we are the destination to engage Albertans' hearts and minds in science, with a mission to ignite curiosity, inspire discovery, celebrate science, and change lives.

We take pride in building a culture that is diverse, equitable, and inclusive. Science is for everyone, and the Science Centre team is as diverse as our guests. We encourage Black, Indigenous, and racialized peoples, persons living with disability and neurodiversity, women, sexual and gender minorities, and members of all minority groups to apply.

Be part of an organization that values diverse perspectives, identities, abilities, and expressions. From cosmic discoveries through telescopes to 'Aha!' moments under microscopes, join the Science Centre as we celebrate the endless possibilities of science for the next 40 years!

POSITION SUMMARY:

Reporting to and under the direction of Manager, Special Events & Facility Rentals, and in coordination with other positions in the Guest Services department, the Events and Rentals Coordinator will assist in the planning, organization, and execution of various events to meet the objectives and goals of the TELUS World of Science – Edmonton and the external clients.

DUTIES AND RESPONSIBILITIES:

Event Planning:

- Assist in the coordination and planning of a wide range of events, including conferences, seminars, workshops, and social gatherings.
- Focus on creating positive and memorable experiences for attendees by paying attention to details like ambiance, entertainment, and overall event flow.
- Assist Manager with event timelines, and logistics to ensure successful execution.
- Uphold a high level of professionalism and represent the organization or client positively before, during, and after events.

Logistics and Execution:

- Oversee all on-site logistics, including setup, registration, catering, audio-visual equipment, and breakdown.
- Identify potential risks and develop contingency plans to mitigate them, ensuring the smooth progression of events.





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- Ensure that all events run smoothly and troubleshoot any issues that may arise during the event.
- Collaborate with internal teams and external suppliers to ensure seamless coordination and communication.

Communication:

- Effectively communicate event details, logistics, and expectations to all stakeholders.
- Serve as the main point of contact for both internal and external parties involved in events.

Post-Event Evaluation:

Collect and analyze feedback from participants to improve future events.

QUALIFICATIONS:

Knowledge and Abilities:

- Proficiency in Microsoft Office Suite.
- Proven experience in event planning and coordination.
- Strong organizational and project management skills.
- Excellent communication and interpersonal abilities.
- Ability to work well under pressure and handle multiple tasks simultaneously.
- Ability to lift 50 pounds and be on feet/standing for long periods of time

Education and Experience:

- High School Diploma supplemented by business, and computer courses
- Minimum of 2 3 years previous experience in event coordination, bookings, and sales or a combination of experience in guest services.

Note: A clean Police Information Check including the vulnerable sector is a condition of employment for successful candidates. The check must be completed prior to commencement of work and is the financial responsibility of the candidate.

Wages: \$22.05 – \$27.60 per hour based on 2017-2022 Collective Agreement.

Hours of Work: up to 8 hours a week, must be available for evenings and weekends.

Opening Date: January 25,2024 **Closing Date:** February 1,2024

How to Apply: hr@twose.ca

Please include cover letter and resume in one document. We thank all applicants and advise that only those selected for an interview will be contacted.



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