

Events Coordinator | Calgary

At Aspen, our Vision is to remain a highly respected boutique real estate company and employer of choice. We will continue to earn exceptional returns by adding value through ownership, management and development opportunities.

Through our Purpose, Aspen Properties is passionate about creating value for our team and community. We pride ourselves on our Core Values; Respect, Leadership, Integrity, Service Excellence and Teamwork. Through the Core Values, our employees are committed to a culture of honesty, open communication and accountability with high standards of professional and ethical conduct.

We offer a dynamic opportunity with an excellent compensation and benefits program. Aspen is a fun and professional environment that promotes and rewards learning, development, and success. Aspen is an equal opportunity employer that values hiring and retaining a diverse workforce.

We are pleased to announce we have an immediate opening for a team and service-oriented individual to fill an **Events Coordinator** role in Calgary.

This is a fantastic opportunity and if you, or someone you know, are a match for the qualifications below, please submit resumes to Human Resources at hr@aspenproperties.ca.

You'll find a full listing and description for this and other Aspen positions currently available at www.aspenproperties.ca.

Thank you for your interest in the Aspen team!

Position Summary |

The Events Coordinator will work closely with The Ampersand's Property Management team in order to successfully schedule and execute tenant, corporate and community events that take place within The Ampersand portfolio. The Events Coordinator will be expected to provide logistical support and share their expertise with other teams within Aspen's portfolio.

Regular work hours are generally Monday to Friday 8:00am to 4:30pm; however, this position will require flexibility based on event timing. (After hours, weekends, and early morning events are common.)

Key Responsibilities |

As Events Coordinator you will be critical in organizing and overseeing any events within The Ampersand. This includes, but is not limited to:

- Closely working with operations and property management departments to facilitate tenant and external events.
- Schedule pre and post event walkthroughs with clients, providing a tour of the facility and answering any logistical questions.
- Supervise and assist with all event operations and requirements including scheduling security, cleaning, after hours HVAC, AV requirements, furniture movement, etc.
- Establish standardized event procedures and training staff to ensure proper execution.
- Cultivate and maintain professional relationships with tenants, clients, suppliers, and contractors.
- Coordinate with tenants, vendors, exhibitors, and stakeholders during event planning stage
- Work directly with tenants, vendors, and contractors to facilitate access, setup, and takedown.
- Directly responsible to oversee daily operation of The Ampersand Tenant Lounge which includes:
 - Coordinate and train contract bartenders for daily bar service.



- Maintain, improve, and oversee the Lounge inventory system, menu, and pricing.
 - Directly responsible to oversee daily operation of The Ampersand Conference Center which includes:
 - Oversee all tenant bookings and ensure event and conference booking setup requirements are met.
 - Proactively coordinate room requirements for each booking, such as AV and furniture setup.
 - Adhere to and enforce building policies
 - Ensure all appropriate clearances are in place for tenant and non-tenant vendors
 - Collaborate with operations and contractors to maintain facility condition and address issues promptly.
 - Provide feedback to stakeholders for facility and event improvements.
 - Analyze event results and key performance areas and identify items to work on for future events.
 - Collaborate with internal and external stakeholders to create and strengthen event marketing initiatives.
 - Work in conjunction with property management to develop promotions which will support the overall corporate strategy to facilitate tenant events and increase engagement from occupants and the community at large.
 - Electronically, prepare, proofread, and communicate various company materials on behalf of Aspen.
 - Follow up with clients on applicable event charges and assist in payment and collection.
 - Maintain on-site electronic filing systems including updating spreadsheets for events and conference bookings.
 - Collaborate with internal and external stakeholders to provide service excellence.
 - Other duties as required.
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Qualifications |

- Prior event planning or venue management experience is required
 - University degree or college diploma an asset
 - ProServe certification is required (Or willing to acquire if chosen)
 - Demonstrated skills in time management, organization, critical thinking, problem-solving, customer service, adaptability, professionalism, written and verbal communication, technology proficiency, financial reporting, budgeting, and proactive feedback.
 - Strong sense of ownership and dedication to company success.
 - High integrity, initiative, and honesty.
 - Successful police criminal record and education check
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While we appreciate all interest, only those candidates selected for an interview will be contacted.

