

True North Sports + Entertainment is looking for a motivated and detail oriented individual to join our team.

The **Coordinator, Venue Bookings & Event Administration** is responsible for the direct management of internal and external client services, assisting the event team in client relationships, negotiation, contracting, booking, executing, and evaluating events at Canada Life Centre (CLC) and the Burton Cummings Theatre (BCT), and providing administrative support to the Venues + Entertainment department.

What to be excited for in this role:

- Be a link between client expectations and True North's event execution teams.
- Supervise, execute, and assist with scheduled events as required.
- Provide accurate industry reporting and venue information for venues.
- Prepare and/or oversee the preparation of all event contracts/agreements.
- Liaise between show personnel and other venue departments on and around event day.
- Provide project and on-site support for the event management team for events scheduled at True North and off-site venues.
- Ensure event details and requirements are communicated to other departments.
- Perform and/or assist with event analysis, financials, and settlements.
- Provide departmental administrative support for information distribution, recordkeeping, etc.
- Assist with other duties as assigned.

What we need from you:

- A combination of education and suitable event and/or facility management experience. Including current or future completion of the IAVM Venue Management School.
- Experience in administration of an entertainment facility and/or in the entertainment industry.
- Event and project management experience in a fast-paced environment with multiple stakeholders, demonstrating effective and consistent leadership/motivational skills.
- A highly organized professional, able to manage multiple projects, meet competing deadlines and prioritize in a fast-paced environment.
- Superior ability to communicate verbally and in writing, managing, and negotiating with building users and staff.

WE ARE TRUE NORTH.

We thank all that apply, however, only those selected for an interview will be contacted. No phone calls please.

- Self-motivated, flexible, and able to work with little supervision.
- Experienced in a collaborative team setting or project-oriented environment.
- Detail oriented and strong analytical skills, with a proficiency in Microsoft Office (Excel, Access, Word, PowerPoint, Teams).
- Must be flexible and willing to work extended hours, evenings, weekends, and holidays as required.

Why you should join us.

As a top employer in Manitoba since 2008, True North Sports + Entertainment offers challenging and meaningful work in a fast-paced work environment, exciting opportunities with room to grow and develop, a variety of work day-to-day, and a rewarding and enjoyable place to work.

At True North, we value and are dedicated to building a diverse, inclusive, and authentic workplace. While all our positions require demonstrated competence to achieve success, we encourage you to apply even if your previous experience does not align perfectly with every qualification in the job description. You may be just the right person for this role, or other roles!

To apply for this position, please fill out the online application form by [clicking here](#). You will be asked to upload your cover letter and resume at the end of the form (combined into one document).

Accommodations are available upon request throughout all aspects of the selection process. Candidates requiring accommodations may contact, in confidence, hr@tnse.com.

Closing date: Thursday, June 29, 2023

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