



Organization: Gibsons Community Building Society
Position: Events & Rentals Manager
Hours of Work: Full-time, work schedule will vary to meet operational needs
Compensation: Competitive salary with lifestyle benefits
Anticipated Start: January 2018

About Gibsons Community Building Society and the Gibsons Public Market

Gibsons Community Building Society is a not-for-profit organization established in 2014 to create and operate the Gibsons Public Market and Nicholas Sonntag Marine Education Centre. The vision of the Society is to operate a vibrant year-round gathering place, learning destination and public market – a unique place that enriches the lives of Sunshine Coast residents, families, visitors, and newcomers... for generations to come.

Gibsons Public Market is a community project that inspires and supports economic development on BC's Sunshine Coast. The public market is a destination for Sunshine Coast residents and visitors of all ages where all are welcome to convene and learn, and to enjoy local food, fresh produce, art and entertainment. The public market provides space for community activities, gatherings, workshops, a marine education centre, a commercial and community kitchen, and a bistro.

The Opportunity

Gibsons Public Market is seeking an Events and Rentals Manager to assist in securing and implementing noteworthy public and private events, and to lead the development of our commercial and community kitchen programs. We are looking for an energetic professional to help us meet demand and to increase event bookings in our community spaces. The right individual is an engaging communicator who enjoys building relationships and creating memorable experiences.

The Events and Rentals Manager reports directly to Gibsons Community Building Society's Executive Director, working hand-in-hand and alongside the rest of the management team.

Primary Responsibilities

- Leveraging every opportunity to advance the Society's mission within the community
- Leading business development to support growth of the Public Market's rental bookings portfolio
- Negotiating rental fees and contracts, while ensuring necessary permits and documents are in place and in compliance with government and municipal regulations
- Coordinating with accounting department to ensure customers are invoiced, payment is secured on time, and any refunds are processed in a timely manner
- Liaising with renters, rental companies, caterers, planners and suppliers
- Guaranteeing events and rentals function within booked times, and overseeing their smooth execution
- Ensuring rental spaces are cleaned and inventory is maintained
- Tracking and maintaining all equipment from PA systems to in-house furniture
- Ensuring department costs remain within forecasted totals
- Working with staff team to improve systems and performance
- Working with, and leading volunteers to execute events
- Overseeing work of cleaning staff



Key Success Factors

Success in the role of Events and Rentals Manager will be achieved with:

- Exceptional communication skills
- Community spirit empowered with the logistical skills to assess, refine and implement new systems
- Ability to work well and thrive in a fast-changing environment
- Abundance-based mindset that excels at making do with the resources at hand
- Capacity to think big and manage small, dealing with the immediate while planning for the long-term
- Commitment to sustainable development
- Personal values that align with those of Gibsons Community Building Society
- Cultural awareness and local area knowledge.

Qualifications

- Hospitality and event management experience an asset
- Knowledge of food-based businesses
- Strong interpersonal and problem-solving skills
- Ability to build effective relationships with NGO's, corporations and community members
- Experience managing and implementing through lean principles and practices
- Track record of delivering outstanding customer service
- Solid character references
- Ability to perform shift work
- Valid BC Driver's License and a driver's abstract
- Ability to lift up to 12 kgs (26.4 lbs).

To Apply

Please submit your cover letter and resume by email to admin@gibsonspublicmarket.com using the subject line "Events & Rentals Manager". Please keep the entire application, including cover letter, in one file. Only people who are to be interviewed will be contacted.

Deadline for applications: December 15th, 2017 at 5:00pm (PST) though applications will be reviewed on a rolling basis and candidates applying early may benefit from advanced consideration.

Applicants are encouraged to check out these websites before applying:

<http://gibsonscmunitybuildingsociety.org/>

<http://gibsonspublicmarket.com/>

<https://gibsonsmarine-ed.org/>