

## Coordinator, Programming and Events

Calgary Downtown Association  
Permanent Full Time

### Job Summary

The Coordinator, Programming and Events reports to the Calgary Downtown Association's (CDA) Executive Director. The Coordinator, Coordinator, Programming and Events is responsible for being a proactive catalyst for a vibrant, prosperous, attractive and safe Stephen Avenue Walk and Barclay Mall.

The Coordinator, Programming and Events is accountable for ensuring the Downtown Pedestrian Mall's (DPM) are being operated in a manner which is consistent with the CDA's DPM Operating Agreement with The City of Calgary and the CDA's business plan.

### Core Responsibilities:

- To manage all DPM merchant liaisons and bring issues to the attention of the Executive Director. Work with the Manager of Marketing & Communications to effectively communicate and build positive relationships with merchants and property owners, keeping them informed of issues, decisions and news relevant to the DPMs.
- To review, revise, and implement and enforce all CDA policies and strategies relating to Stephen Avenue Walk access permits, street performers, banners and signage.
- To review, revise, implement and enforce all DPM fees and ensure they are competitive at all times.
- To supervise the maintenance of the DPMs as per the DPM Operating Agreement and CDA's contract with janitorial service provider.
- To recruit and coordinate vendor carts on the DPMs in a manner which minimizes conflicts with store merchants and adds vitality.
- To manage the overall Downtown Summer Program (i.e. Stephen Avenue Live), including strategy, budget, contracts, issues management.
- To coordinate the summer patio program, including supervising the repair, installation, takedown and storage of the fencing.
- To coordinate all events on the DPMs in a manner which maximizes the benefits to DPM merchants, as well as overall downtown prosperity and vitality (including film, commercial and television productions).
- To work with CDA's Executive Assistant and outsourced Accounting Services to manage the administrative aspects of the above, including the monitoring of all DPM contracts, invoicing, payables and budgets as well as administering DPM mailing lists, permits and contracts.
- To manage the Off the Wall (OTW) graffiti removal team, including recruiting, training, uniforms, supplies, tracking hours, and employment grant applications.
- To work with the Calgary Police Service and City of Calgary Bylaw officers to ensure bylaws are enforced and strategies relating to panhandling, loitering, graffiti and crime in the downtown are implemented.
- To work with CDA's Executive Director to create and manage an annual DPM budget.
- Manage the Stephen Avenue Walk Summer stage, including working with Marketing & Communications manager to have branded, managing entertainment contractor, including contract and budget management, coordination of stage delivery, and storage.
- Management of the lights and music in The Galleria Trees.
- Report preparation, software administration and maintenance coordination for Eco-Counter technology.
- Managing programming resources and inventory (tents, linens, banners, etc.).
- Other duties as assigned.

### Knowledge, Skills and Abilities:

- Excellent interpersonal skills and the ability to maintain positive and supportive working relationships. to successfully work within a team.
- Ability to work in a fast-paced environment.
- Strong multitasking skills with a high degree of accuracy.
- Excellent organizational skills with proven attention to detail.
- Resourcefulness and exceptional time management skills.
- Ability to edit, compose and format business communications (i.e. letters, notices, e-mails).
- Ability to work effectively in a rapidly growing/changing environment with a high degree of confidence and accuracy.
- Ability to communicate effectively and professionally, both oral and written with all levels of the organization.
- Ability to resolve problems using facts and sound reasoning.
- Creative, innovative, collaborative, flexible.

### Experience:

- 3 - 5 years of event management, administration and/or property management experience.
- Post-secondary degree or college diploma plus experience in event management, administration or property management.

If you or someone you know is interested in applying for this position, please email cover letter and resume to:  
Marco De Iaco, Executive Director at [marcod@downtowncalgary.com](mailto:marcod@downtowncalgary.com).