



LOUGHEED HOUSE

Event Host

Part-Time Casual Position

Lougheed House was built in 1891 and is a Provincial and National Historic Site. Located in the Beltline district of Calgary amid several acres of heritage gardens and green space, the House is also an accredited museum and significant Calgary landmark. It features a regular exhibition program, hosts events, tours, and learning opportunities for visitors of all ages. Lougheed House acknowledges with gratitude that we live, work, and play in Treaty 7 territory and the Métis homeland.

Lougheed House is seeking exceptional talent who are interested in being a part of a journey as the Lougheed House continues to grow as a cultural hub for Calgary and our Beltline community. This role is a part-time casual position with a focus on the 2022 holiday season with opportunities to extend into the New Year. Hours worked are dependent upon the events scheduled and the applicants availability. If this sounds like its of interest, please submit your resume!

Working with the Guest Services Manager, the Event Host is an Ambassador of Lougheed House responsible for ensuring guests have a seamless and positive event experience in the Lougheed House.

What will you do?

- Ensure guests have a seamless and positive event experience in the Lougheed House.
- Responsible for set up and tear down eg) chairs, tables, AV equipment, etc.
- Assist clients during events, answer any questions and provide excellent customer services.
- Provide excellent customer service to all guests, partners and affiliates.
- Contribute to a positive organization culture.
- Work in harmony with on-site Restaurant Caterer.
- Ensure that clients abide by all contractual agreements as to usage of the Historic Site.
- Inspection of historic site after special event functions for damages.
- Other duties as assigned.

What do I need to succeed?

- Secondary education or a combination of education and experience related to hospitality or event management is an asset.
- A minimum 2 years' experience in working with the public in a paid or volunteer capacity.
- Current Basic First Aid Certificate.
- Ability to be proactive and take initiative, operate independently (within guidelines) when necessary.
- Ability to communicate effectively both orally and in writing and to deal courteously, tactfully and diplomatically with other employees and guests.
- Ability to take direction in written and oral form.
- General knowledge of hospitality and events set up.

- Proven dependability, skill, ability and flexibility in dealing with public in an enthusiastic, helpful, and friendly manner
- Good organizational and planning skills and ability to problem-solve and take initiative.
- Must provide a positive attitude.
- Provide excellent customer service – an Ambassador for the House.
- Comfortable working in a fast paced, team-oriented environment.
- Must be available to work during the day, late evenings and weekends (including Sundays).

Physical Requirements:

- Periodically lift objects weighing up to 30 pounds.
- Ability to climb stairs.
- Ability to use hands and arms to reach for, grasp and manipulate objects.
- Ability to stand for long periods of time.
- Ability to sit for long periods of time.
- Occasionally stoop, kneel or crouch.

What's in it for you?

- Competitive salary and benefits plan.
- Flexible work environment.
- Team oriented environment.

Lougheed House is an inclusive and welcoming employer. Lougheed House welcomes applications from qualified individuals from all backgrounds.

Application instructions

Please submit resume and cover letter to Lougheed House via email at info@lougheedhouse.com with the job title in the subject of your email. All candidates will be required to undergo a Security Clearance Check.

We thank everyone who applies for their interest, but only applicants selected for an interview will be contacted. No phone calls, please. Lougheed House is an inclusive and welcoming employer.