



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, and hosts events, tours, and learning opportunities for visitors of all ages. Lougheed House acknowledges that we live, work, and play in Treaty 7 territory and the Métis homeland.

Lougheed House is seeking exceptional talent as the Lougheed House continues to grow as a cultural hub for Calgary and the Beltline community. This role is an ongoing part-time casual position. Hours worked are dependent upon events scheduled and the applicant's availability.

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

### What will you do?

- Ensure guests have a seamless and positive event experience.
- Responsible for set up and tear down of chairs, tables, AV equipment, etc.
- Assist clients during events, answer any questions and provide excellent customer service.
- Contribute to a positive organizational culture.
- Work with the on-site restaurant caterer.
- Ensure that clients abide by all contractual agreements as to usage of the historic site.
- Post-event inspection 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.
- 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?**

- Flexible work environment.
- Team oriented environment.

Lougheed House is an inclusive and welcoming employer, and 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](mailto: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.