

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

The **Event Bookings Assistant** is responsible to assist with client relationships and services, assisting the event team in client relationships, negotiating, contracting, booking, executing, and evaluating events at Canada Life Centre (CLC) and the Burton Cummings Theatre (BCT) including major events, and limited use bookings.

What to be excited for in this role:

- As part of the event management team, assist with the usage of all areas of CLC and BCT, including maintenance of the facility-booking calendar systems.
- Assist with the preparation of all event contracts/ agreements, ensuring requirements are met for insurance, deposits and related facility policies and assist with scheduled events, as required.
- Liaise with ticket department to ensure event pricing and timing agrees with event contracts (venue and or artist contract). Ensure appropriate communication (including event confirmations) is the same internally and externally.
- Provide administrative support on information distribution, record keeping, filing, etc.
- Assist with and distribute information to other departments in various formats; verbally, email, formal documents, etc., ensuring event details and requirements in the facility are communicated.
- Ongoing relationships and communications with rental clients, promoters, management, contractors, touring personnel, and tenants.
- Assist with other duties as assigned.

What we need from you:

- Experience in administration of an entertainment facility and/or in the entertainment industry.
- Detail oriented and strong analytical skills, with ability to prepare, present, defend results, proposals and scenarios, using Microsoft tools (Excel, Access, Word, PowerPoint).

WE ARE TRUE NORTH.

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

- Superior ability to communicate verbally and in writing. Exceptional interpersonal skills and the ability to participate in effective presentations in a variety of settings.
- High School diploma and a combination of education and suitable facility management experience an asset
- Ability to deal efficiently and effectively with all corporate levels, clients, tenants, contractors, and employees.
- Maintain a flexible work schedule including evenings, weekends, and holidays as required.

Due to the nature of the sports and entertainment industry where indoor public assembly takes place, it is True North's expectation that all employees must be fully vaccinated for COVID-19 in a manner approved by Health Canada. Providing confirmation of full vaccine status is a condition of employment unless a request for accommodation in accordance with The Human Rights Code (Manitoba) has been received and approved by True North. Reasonable documentation supporting any request for accommodation will be required.

*To apply for this position please email your **resume and cover letter, including salary expectations** (in PDF format as one document) to hr@tnse.com. Please include **Event Bookings Assistant** in the subject line.*

Closing date: November 30, 2021

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