

KICKINGHORSECULTURE

Civic Centre Coordinator

Part-Time | 15 hours/week | Golden Civic Centre

About the Role

Kicking Horse Culture is seeking a proactive and community-minded **Civic Centre Coordinator** to help steward this important community space. This role is ideal for someone who enjoys building relationships, creating welcoming experiences, solving problems, and taking pride in a well-cared-for facility. The Golden Civic Centre is more than a rental facility, it is a gathering place for arts, culture, community connection, and local events.

The Civic Centre Coordinator will support the successful operation of the facility by coordinating rentals, strengthening community connections, supporting events and performances, assisting with grant opportunities, and ensuring the building remains welcoming, functional, and ready for the many people who use it.

The successful candidate will help transform the Civic Centre from a rental facility into a vibrant community gathering space by supporting events, strengthening partnerships, and creating opportunities for cultural connection.

Key Responsibilities

Rentals & Community Connections

- Manage all Civic Centre rental inquiries, contracts, and client communication through an online booking system.
- Guide renters through the booking process, including facility policies, requirements, timelines, and event logistics.
- Conduct facility walkthroughs with renters and user groups to ensure they feel prepared and supported.
- Build strong relationships with community organizations, businesses, performers, and rental clients.
- Identify opportunities to increase meaningful and diverse community use of the Civic Centre.
- Ensure renters experience the Civic Centre as a welcoming, accessible, and well-supported community space.
- Maintain clear communication with renters before, during, and after events.
- Support Civic Centre communications, including updating the community event marquee and sharing facility information.

Facility Stewardship & Operations

- Act as a point person for the Golden Civic Centre, ensuring the facility is welcoming, functional, safe, and ready for community use.
- Conduct regular facility walkthroughs and identify maintenance needs, repairs, accessibility improvements, and opportunities for enhancement.
- Coordinate with Town staff, contractors, technical staff, and Kicking Horse Culture team members to address facility needs.

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- Maintain facility procedures, documentation, and operational systems.
- Support ongoing improvements that enhance the user experience and long-term sustainability of the building.
- Support accessibility initiatives and improvements that increase community participation.

Event & Performance Support

- Support the Civic Centre as an active cultural and community gathering space.
- Prepare the Green Room for visiting artists, including hospitality, setup, and venue readiness.
- Work collaboratively with technical staff.
- Coordinate custodial contractors and event support staff to ensure spaces are prepared and restored after use.
- Explore opportunities to activate underused areas of the Civic Centre through exhibitions, community projects, and cultural programming.

Grants & Community Projects

- Identify grant opportunities that support Civic Centre improvements, accessibility, sustainability, cultural programming, and community engagement.
- Support grant applications, reporting, and project implementation related to the Civic Centre.
- Coordinate successful projects from funding approval through completion.
- Develop partnerships and initiatives that strengthen the Civic Centre as a community asset.

Qualifications

The ideal candidate will:

- Have experience in facility operations, event coordination, arts administration, community development, or a related field.
- Be highly organized and comfortable working independently.
- Strong ability to track time and report on activities.
- Enjoy building relationships and communicating with diverse groups of people.
- Have strong problem-solving skills and the ability to take initiative.
- Trustworthy and have excellent communication skills.
- Be comfortable balancing administrative tasks with hands-on facility work.
- Have an appreciation for arts, culture, and community spaces.

Experience with event production, grant writing, community engagement, or building operations would be considered an asset.

Hours & Compensation

- Part-time: 15 hours/week
- Flexible schedule including occasional evenings/weekends to support events
- Remote position- Candidate must live in Golden or Area A*
- Wage: \$25-\$28/hour based on experience