



**JOB POSTING
FACILITIES COORDINATOR
FULL TIME (37.5 hours per week)**

Are you excited about working behind the scenes to support a thriving arts community? Come join our team! This is a hands-on role that is perfect for a person who is detail-oriented, enjoys problem-solving, and understands the importance of a safe, well-functioning space for the successful operations of a busy arts centre.

ABOUT PLACE DES ARTS

Founded in 1972, Place des Arts (PdA) is a not-for-profit arts education centre with a mission to inspire the artist in everyone. Located in Coquitlam, we offer quality instruction for all ages and skill levels in the visual, literary and performing arts. Our Artisan Shop and galleries support local emerging artists, and our events and performances make Place des Arts a cultural hub, drawing together diverse members of the community to experience the arts.

ABOUT THE POSITION

Reporting to the Director of Operations, the Facilities Coordinator oversees internal room bookings, facility rentals and maintenance schedules and supports the Director of Operations with general facility operations. The Facilities Coordinator also troubleshoots minor technical issues related to administrative systems and program and events equipment.

The FC regularly works Tuesday to Saturday from September to June and transitions to a Monday to Friday shift during the months of July and August. Flexibility to work occasional evening and Sunday shifts is required.

SPECIFIC ACCOUNTABILITIES:

- Oversee facility bookings and rentals.
- Coordinate and assist with the execution of internal room set-ups and equipment maintenance for classes and events.
- Coordinate PdA cleaning and maintenance contractors to ensure a clean and well-functioning facility.
- Serve as the primary point of contact for facility-related vendors, ensuring work is performed to agreed standards and within timelines.
- Assist with capital project planning, execution, and tracking including facility upgrades, repairs and acquisitions.
- Develop and maintain maintenance schedules and service records for building systems, including HVAC, plumbing, electrical, and structural components.
- Conduct regular inspections of facilities to identify maintenance needs and opportunities for improvements.
- Support the management and maintenance of building security systems, including video surveillance equipment, room key management, and implementation of safety procedures.

- Maintain fixed asset inventory including replacement value and any warranties and manuals.
- Other duties as assigned by the Director of Operations.

QUALIFICATIONS, SKILLS AND EXPERIENCE:

- Minimum two (2) years of experience in facilities coordination or building operations.
- Strong critical thinking and problem-solving skills, with the ability to identify and address facility-related issues creatively and efficiently.
- Self-motivated with the ability to work independently and take initiative.
- Proven ability to manage multiple projects simultaneously and meet deadlines.
- Excellent working knowledge of standard Microsoft Office software applications.
- Strong verbal and written communication skills.
- Knowledge of ActiveNet registration management software and Microsoft Visio is an asset.
- Background or knowledge in the arts is an asset.
- Current First Aid and CPR certification is an asset.

REQUIREMENTS

- Valid Police Information Check including a vulnerable sector screening.
- Ability to work a flexible schedule as needed.
- Ability to do physical work and lift up to 50 lbs.

HOW TO APPLY

A cover letter, résumé and references must be submitted by Sunday, November 16, 5:00 PM, by email to: opportunities@placedesarts.ca, attention Bali Singh, Director of Operations. Place des Arts would like to thank all prospective applicants for their interest; however, only those selected for interviews will be contacted.

REMUNERATION

This is a permanent, full-time position (37.5 hours/week) with a starting salary of \$53,000, and three-weeks vacation. Benefits include extended health, Municipal Pension Plan and 12 paid sick days per year.