



**Category: Events**

**COORDINATOR OF BOOKINGS & EVENTS – MATTAMY ATHLETIC CENTRE (Toronto, ON)**

**Company: GLOBAL SPECTRUM FACILITY MANAGEMENT**

**Type: Full-Time, Salaried**

**Immediate Supervisor: Senior Manager of Events**

**Job Summary:** Global Spectrum is currently seeking a permanent full time Coordinator of Bookings & Events for the Mattamy Athletic Centre located in Toronto, ON. The Mattamy Athletic Centre is a multipurpose sports and entertainment facility that is owned by Ryerson University and is located in the former Maple Leaf Gardens. It is the home of Ryerson Athletics, and the facility consists of an arena that seats approximately 2,700 for hockey and ice events, and 4,000 for stage events. There is also a double gymnasium that can accommodate 1,000 spectators, office and meeting room space, and a fitness and high performance centre. As a valued member of the Events team, you will contribute to the overall operation of the entire facility.

The Coordinator of Bookings and Events is required to be adept at administrative tasks and will be responsible for maximizing the usage of the ice, court, meeting rooms and facility in general. He or she will arrange ice and court rentals as well as room bookings, and will actively pursue potential new users for the facility. The Coordinator of Bookings and Events will need to understand the operations of a multi-purpose sport and entertainment facility and can be expected to reach out to corporate and community groups to promote the use of the facility.

**Job Functions / Areas of Responsibility:**

- Co-ordinate all ice, court and room rentals at the facility.
- Work alongside the Senior Manager of Events and the Manager of Game Operations & Events in the execution of all functions and events.
- Be the first point of contact for ice, court and room rental inquiries.
- Deal with rental groups, addressing concerns and complaints.
- Work with the Marketing & Sales department to promote the facility and its programs and services.
- Pursue new rental opportunities with potential corporate and community clients.
- Identify low-usage periods and formulate strategies to increase ice rentals during these periods.
- Plan and implement programs and events at the facility to increase usage.
- Maintain awareness of budget expectations and work towards achieving them.
- Keep accurate and easily accessible records of rentals, including relevant customer information.
- Work with the Finance & Administration department to provide monthly financial reports and follow up with unpaid rental groups.
- Plan seasonal recreation program / event schedules that meet the needs and interests of the demographics.

- Liaise with operations and other appropriate departments to ensure the smooth delivery of events.
- Prepare and distribute Event Details sheets to appropriate departments in a timely manner.
- Other duties as required.

**Qualifications:**

- Degree or Diploma (or other related disciplines combined with experience) from a recognized university or college in Business, Marketing, Event Management or a related field.
- Proven planning and organizational skills.
- Strong interpersonal, verbal and written communication skills.
- Strong computer skills and knowledge of Microsoft Office and other relevant scheduling and bookkeeping applications, such as Class.
- Knowledge of social media platforms.
- Previous experience in a bookings or events capacity preferred.
- Strong presentation, written, and verbal skills.
- Able to create realistic schedules and meet deadlines under stress and interruptions.
- Ability to follow through and complete overlapping projects.

We thank all applicants for their interest, however, only those candidates selected for an interview will be contacted.

To be eligible for this position, you must apply through TeamWork Online at: <http://comcast-spectacor.teamworkonline.com/teamwork/r.cfm?i=79533>

**Note:** When you apply for this job online, you will be required to answer the following questions:

1. YES/NO: Are you legally entitled to work in Canada?
2. YES/NO: Are you able and willing to work flexible hours, including early mornings, days, evenings, overnights, weekends and holidays?
3. YES/NO: Do you have previous experience in an events or bookings capacity?