

#SLCCWhistler



Position Description

Title:	Event Supervisor
Reporting to:	Event Manager
Overview:	Come work with us at an award winning, and leader in Indigenous arts and culture. The Event Supervisor will be hands on leading a team to deliver a unique event steeped in the history and culture of the Squamish Nation and Lil'wat Nation.
About SLCC:	<p>The Squamish Lil'wat Cultural Centre (SLCC), where mountains, rivers and people meet, embodies the spirit of partnership between two unique Nations who wish to preserve, grow and share our traditional cultures.</p> <p>The vision of the SLCC is to share our cultural knowledge to inspire understanding and respect amongst all people.</p>

What we are counting on you for (deliverables and expectations):

Operations

- Assist and coordinate team for set up and timely tear down, event service delivery and clearing.
- Greets, welcomes and positively interacts with guests to facilitate event beyond expectations.
- Liaise with Chef, planners, vendors, and partners prior and during to facilitate a successful event.
- Maintains professional and clean appearance of room, tables, chairs, linens, tableware and décor.
- Supports the team for the event, making sure each team member has the required information.
- Tends to guest' requests, questions and complaints.



- Assist the Event Manager to carry out duties as delegated.
- Follows all SLCC Policies and Procedures.
- Familiar with WorkSafe BC, health and safety practices and COVID-19 requirements as per the Public Health Officer.
- **People Leadership**
- Supervises a small, knowledgeable event team.
- Collaborate with Event Manager to successfully facilitate an event in their absence.
- Collaborate with the leadership team on events.

Every Member of the SLCC Team

- One the best things about the SLCC is our small, close-knit team. While the above expectations are the majority of this role, it is expected that all team members will come together to help each other out, outside the boundaries of their job description.
- Lives the SLCC values of Passion, Empowerment, Collaboration and Equality
 - Passion: Has a voice in sharing the pride of cultures; creates a sense of connection and belonging; and brings a sense of humour.
 - Empowerment: Takes ownership and follows up; trusts self and each other; and openly ready to learn and grow through successes and mistakes.
 - Collaboration: Works closely with team towards a common goal; acknowledges differences and draws on each other's strengths; and shares own perspective while also being curious about other's perspectives.
 - Equality: We treat others as we would like to be treated, with fairness and respect.

What you will bring to our team (experience and attributes):

Attributes

- Exceptional time management, prioritization and organizational skills.
- Strong customer service skills.
- Maintains calm under pressure and can use critical thinking skills to problem solve.
- Build and maintain strong working relationships. Is respectful and takes into consideration all unique perspectives.
- Takes initiative and has a positive approach.
- Able to communicate effectively with event team, manager, planners, vendors and guests.
- Stand, walk, squat, kneel or sit according to task for extended length of time.



Experience and Education

- Previous experience in food and beverage, specifically in banquets or hotels is considered an asset.
- Food Safe and Serving It Right training preferred.
- Experience with bar tending and alcohol inventory is an asset.
- Knowledge of Squamish Nation or Lil'wat Nation or First Nation Culture is an asset.
- Able to work a varied and flexible schedule that may include mornings, evenings and weekends.
- Clear criminal background check.

Application and Selection Process:

- Please apply by sending your cover letter and resume to human.resources@slcc.ca by May 22, 2022.
- If you are selected for an interview, there may be multiple steps in our selection. We are committed to diversity, equity and inclusion for all people and hire using these principals.

