



At The Hive we want to Make Life Better; by improving **health & wellness** and building a thriving, diverse **community** through world class **climbing** facilities & **education** offerings, enabling lifelong learning and growth through challenge and adventure. We are proud to offer a 5 star experience to each and every guest and member!

Being part of The Hive team requires an excellent work ethic and a positive attitude towards teamwork, cooperation, and communication. Every member of The Hive's team must demonstrate a commitment to going the extra mile in making The Hive the best climbing gym ever. With the support of great people, working together in exceptional facilities, The Hive aims to redefine what it means to be a World Class Climbing Gym.

The Event Coordinator is key to connecting and engaging our climbing and fitness community (over five Lower Mainland gyms) – to each other and to The Hive – by facilitating and delivering 5-star events in-house and, on occasion, as part of Hive Outside. The Event Coordinator ensures all related communications around events are on-brand and professional, and works alongside all relevant Hive staff to share and demonstrate the purpose and **4 core pillars** of The Hive.

### **Duties & Responsibilities:**

The Event Coordinator is responsible for 5-star execution of events (at various facilities), including lead up coordination and communications, on site delivery of internal and partnered Event Plans, and conducting timely follow up;

- Communicate consistently, clearly and professionally with key stakeholders in a timely manner to ensure good cross-team understanding of upcoming events and related needs. This may include Hive staff and/or external partners. The Event Coordinator is expected to build and maintain good rapport with the Hive Leadership Team and Staff to more effectively run events.
- Speak with The Hive's "voice" (brand) to get folks excited about upcoming events, while ensuring communications are clear and engaging. Must use correct/appropriate language, spelling and grammar in all written communications.
- Be prepared to act as an ambassador of The Hive at all times. Engage professionally in dialogue, receive feedback and direct guests to the appropriate channels regarding their request/feedback.
- Responsible for logistical coordination of upcoming events

- Assist in filling out event outlines and resource requests with final approval made by Events, Marketing & Communications (E,M&C) Manager; communicate & execute these plans with support of E,M&C team and facility managers, including physical marketing material distribution/posting (i.e. posters to gyms & ensure they're up)
- Assist E,M&C Manager by garnering gym-local sponsorship for in-gym events.
- Work with EMC Manager and relevant schedulers to obtain ideal staff support required in running external and in-gym events; lead staff on-site, by word and example, during community outreach events.
- Responsible for on site, day-of event delivery/execution
- Support Front Desk Operations for in-gym events
- Handle scoring and relevant resources
- Set-up and tear-down of portable hangboard/climbing wall (requires moderate physical exertion)
- Execute data gathering on-site and support post-event analytics with E,M&C Manager.
- Coordinate and physically organize prizes, method of determining winners, and prize/awards distribution (often requires light physical exertion & some public speaking)
- Contribute to social media content (post or send to Community Outreach Coordinator)
- Actively participate in event debrief process, and support follow up with partners, sponsors, and fundraising beneficiaries as appropriate (thanks, summary of event etc)
- Work with the Hive team to ensure Events & Marketing dept. follows guidelines of the Personal Information Protection and Electronic Documents Act (PIPEDA help link) – in particular, this is relevant to our surveys, marketing contacts, waivers & media releases.
- Adhere to a high standard of time management, organizational abilities and professionalism as the success of various events rely heavily on preparedness, project management and scheduling. (i.e.: creating needs list, outlining events schedule and preparing participant resources)
- Contribute to 5 star experiences of staff and guests by keeping up to date with relevant industry information, regularly sharing and applying insights collaboratively with Kate and the Hive team.

### **Core Skills & Competencies**

\*Dependable, \*Effective Communicator, \*Engaging & Positive Personality, \*Capable of Staying on Task in Busy Environments, \*Organized, Strong Attention to Detail, \*Adaptable & Resilient, \*Great at Troubleshooting, \*Valid Driver's Licence, \*Can lift ~50lbs comfortably.

### **Work Environment**

Required to work at each (B.C.) facility at minimum 2 days per month (may include days on-site for event execution); majority of working hours to be completed in-gym, or at the Head Office. Occasionally Required to work off-site at partnered community events; more frequently through the summer months, ~ 2 per month, and less frequently through peak indoor season (Sept–March). Required to work within an office setting in order to set goals, schedule content, write timelines and participate in key meetings. Must hold a full valid driver's license and have consistent access to reliable transportation in order to prepare for and attend various events throughout the year.

Job Type: Full-time

Salary: \$18.50-\$19.50 per hour

To apply send resume to: [beekeepers@hiveclimbing.com](mailto:beekeepers@hiveclimbing.com)