

JOIN OUR TEAM

WE ARE HIRING FOR:

Scheduling Coordinator

Reporting to the Associate Director, Event Services, the Scheduling Coordinator ensures adequate staffing for all Front of House (FOH), Set-up crew, and Bar Operations team members across Werklund Centre shows and events.

You are a whiz at coordinating staff schedules and keeping operations running smoothly. With a passion for executing events, you anticipate team and organizational needs to optimize coverage. You will manage multiple calendars, balance staff availability with event requirements, maintain effective communication across dynamic teams, and monitor scheduling updates. When you are not creating or adjusting staff schedules, monitoring the FOH inbox for updates, or supporting weekly departmental activities, you are fostering relationships with the team to better understand their needs, capabilities, and strengths—essential for big-picture planning and development around scheduling.



Employment: Permanent, Salaried

Hours PT (24 hrs/week); occasional evenings and weekends, as required

Start Date: ASAP

Salary: \$31,250 annually

Location: Calgary (on-site)

To apply, send your resume and cover letter to:

employment@werklundcentre.ca

Closing Date: April 7, 2026

WHO WE ARE

Werklund Centre (formerly Arts Commons) is the steward of Western Canada's largest arts centre and the artistic and civic cornerstone of Calgary's downtown core that fosters the arts through live performance, educational opportunities, and artist development. For 40 years, it has been a key contributor to the social, economic, cultural, and intellectual life and well-being of Calgarians—a commitment that is being renewed through the Werklund Centre Transformation project, the largest cultural infrastructure project in Canadian history.

Our Belief

That equitable access to the arts is a human right

Our Responsibility

To redefine a bold and adventurous Calgary by championing and investing in creativity

Our Mission To be an inspirational force where artists, community and organizations celebrate cultural identities, experience the full breadth of human emotions, and ignite positive change

WHAT WE OFFER

Employee Promise

We cultivate a diverse community that encourages collaboration, connection, and empowerment.

On top of the excitement of working with a team of committed performing and visual arts professionals & enthusiasts at one of Canada's top performing arts facilities, Werklund Centre offers:

- A collaborative, engaging and values driven work environment
- An annual salary of \$31,250 (24 hours per week)
- A comprehensive health and dental benefits package, with RSP matching and access to an Employee & Family Assistance Program (EFAP)
- A positive working culture, keeping employee health and wellness a priority with generous paid time off policies and an annual lifestyle allowance
- A dynamic role that will have you engaging with the arts and communities in many different areas, and through different types of events and productions

WHAT WE VALUE

We are looking for individuals who share our vision of building a creative and compassionate society, inspired through the arts. Our team is made up of people with a diverse range of interests — singers, actors, musicians, playwrights, coaches, teachers, gamers, bakers, photographers, athletes, dancers. People whose interests encompass the widest spectrum. We even have furry, four-legged friends in the office. We value people who strive to do the right thing, and work to be their best. People with open minds, hearts, and arms.

OPEN POSITION: SCHEDULING COORDINATOR

WHAT YOU WILL GET TO DO HERE

Working within a fluid and fast-paced environment, the Scheduling Coordinator is responsible for strategically scheduling casual staff for shows and events, ensuring that we can deliver exceptional client service, maximize patron experiences, and see to each event's overall success. This role will create, monitor, and modify staff scheduling to guarantee effective operations and appropriate staffing coverage in all areas of FOH (including Ushers, Floor Captains, and Assistant House Managers), Bar Operations, and Set-Up Crews.

The Scheduling Coordinator will make informed scheduling decisions with an attention to detail and understanding of Werklund Centre venues, in order to sustain well-staffed events and a fulfilled team. Outside of the general client & patron services administrative duties that come with scheduling, this role supports team members by building rapport – allowing them to learn team dynamics, understand how to effectively assemble the casual team in planning, and bring awareness to any relevant scheduling or staffing considerations to management.

Strategic Goals:

Lead the monthly scheduling process and manage appropriate staffing coverage for all shows and events, ensuring a balance between numbers of staff required, skillsets, appropriate coverage for staff training and support, back-up coverage, and accounting for staff availabilities and desired shifts.

WHERE YOU FIT WITHIN OUR ECOSYSTEM

The Scheduling Coordinator is part of the Client & Patron Services team within Werklund Centre's Venue Operations department, which is responsible for liaising with clients, booking events, providing Front of House services and maintaining the day-to-day operations relating to Werklund Centre's venues and facilities. Outside of the department and large team of casual staff, this role works closely with HR.

YOU WILL BE A GREAT FIT IF YOU...

Must have:

- 1-3 years' experience in a scheduling, customer service or administrative support position
- Proficient at an intermediate level of Word and Excel
- Strong interpersonal skills, with demonstrated experience, ability, and commitment to working with individuals and teams that are mixed across lines of difference such as race, gender-identity, sexual orientation, religion, ability, age, class and immigrant status
- Exceptional problem-solving skills, as required for attending to dynamic scheduling needs in a fast-paced environment
- Excellent interpersonal and communication skills, including in person, over the phone, and via email
- Excellent organizational skills with the ability to work in a collaborative environment, prioritize and manage multiple, ongoing tasks or staff considerations
- Strong analytical and problem-solving skills with a flexible mindset and ability to troubleshoot concerns ahead of time
- Seek innovative solutions to improve systems, processes, and future planning
- A passion for the arts!

Nice to have:

- Experience working within a Front of House, performing arts or event-based venues, an asset
- Prior experience working directly with scheduling tools and managing staff scheduling needs, an asset
- Experience with YesPlan and/or StaffSavvy software, an asset

Working Conditions & Physical Requirements:

- Ability to work flexible hours, including occasional evenings and weekends, as required

If you are interested in applying to this exciting opportunity, please forward your resume (required) and cover letter in confidence to:

Human Resources

Werklund Centre

205 - 8th Ave SE Calgary, Alberta T2G 0K9

Email: employment@werklundcentre.ca

Interviews will be conducted on an on-going basis and the job posting will officially close when a suitable candidate is found. For best consideration, please apply by the deadline date. While we hope to fill this position as earliest as possible, our commitment to finding the right candidate may require more time.

We thank all interested applicants in advance but will only be contacting those selected for an interview.

If you have any specific questions to ask in relation to the role, please send them to the email address above and a member of our team will do our best to respond to you in a timely manner.

Commitment to Inclusion, Diversity, Equity & Accessibility

As part of our organization's commitment to IDEA, we work to remove barriers in collaboration with a broad range of voices. Removing these barriers begins with the hiring process. To that end, we are committed to recruiting, hiring, training, and promoting qualified people of all backgrounds, and providing accessible employment practices. Requests for accommodation can be made at any stage of the recruitment process, and applicants are asked to make their accommodation needs known.

We strongly encourage applicants who identify as part of underrepresented groups, including women, people of colour and those with disabilities to apply. Even if your past experiences do not align perfectly with every qualification, we strongly encourage you to apply anyway! An excitement and passion for Werklund Centre can go a long way here, whether it's in this role or another