



JOIN OUR TEAM

WE ARE HIRING FOR:

Setup Team Lead

As part of the Front of House team at Werklund Centre, you report to the Associate Director, Event Services, and you play a critical role in supporting the Setup team with the successful execution of events across Werklund Centre venues.

In addition to performing all standard setup duties, you are responsible for overseeing and coordinating a part-time roster of Setup team members, ensuring that all equipment is deployed safely, efficiently, and according to show notes and event specifications.

You foster a positive team culture within the Front of House setup crew by promoting Werklund Centre's values and Service Principles.



Employment: Part-time (Hourly) with flexible hours.

Hours: Evenings & weekends (with some weekdays) based on a schedule of shows and events

Start Date: ASAP

Hourly Wage: \$20.90/hr

Location: Calgary (on-site)

To apply, send your resume and cover letter to:
employment@werklundcentre.ca

Closing Date: October 26, 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

Equitable access to the arts is a basic human right

Our Responsibility

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

Our Mission

We pursue artistic leadership through shared cultural experiences—creating opportunities that bring people together to celebrate who Calgary is today and spark the conversations that will shape our city's future

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 cultural enthusiasts passionate about welcoming people into our spaces at one of Canada's top performing arts facilities, Werklund Centre also offers:

- A collaborative, engaging and values driven work environment
- Starting wage of \$20.90/hr
- Paid sick days benefit for hourly staff
- Access to discounted tickets to Werklund Centre Presents programming

WHAT WE VALUE

We are looking for individuals who share our vision of creating a bold and adventurous Calgary that brings people together 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: SET UP TEAM LEAD

WHAT YOU WILL GET TO DO HERE

This position is part of the Client & Patron Services team which encompasses the entire Front of House operation at Werklund Centre and is comprised of ushers, door staff, coat check attendants and more!

Every day, you will work closely with internal departments to address evolving needs, solve problems in real-time, and ensure each setup contributes to a smooth, successful, and safe event experience.

As leaders on the floor, Setup Leads must model strong leadership, maintain open and effective communication, and delegate tasks clearly to ensure the team functions efficiently. They are also expected to provide feedback, assist with training, and support the continuous improvement of setup operations. It is an expectation that all Setup Leads are trained and comfortable working in any of the venues within Werklund Centre and across the different shows, events and programming taking place in these spaces.

Where you fit within our ecosystem

This role works closely with the Event Services, Production and Stage Door Security teams. Set up Leads are part of the larger Client & Patron Services team within the Venue Operations department. In addition to performing all standard setup duties, Setup Leads are responsible for overseeing and coordinating a part-time roster of Setup team members, ensuring that all equipment is deployed safely, efficiently, and according to show notes and event specifications. This includes but not limited to: furniture, staging, signage, and sound system setup. Setup Leads are expected to have expert knowledge of venue layouts, equipment inventories, crowd flow, and safety regulations.

YOU WILL BE A GREAT FIT IF YOU...

Must have:

- Demonstrated experience leading and managing, supervising, training and motivating a team
- Strong physical stamina and ability to lift/carry 50+ lbs
- Excellent organizational and problem-solving skills
- Clear and professional verbal and written communication
- Team leadership skills and task delegation
- Knowledge of fire and safety codes for venue capacity and layouts
- Basic understanding of sound systems and A/V equipment
- Proactive attitude, with a focus on quality and client satisfaction
- The ability to offer exceptional customer service to foster good relationships with clients and patrons
- A keen eye for detail
- A passion for the arts!
- Applicants must be 18+ years of age
- Must have a minimum of 18 hours of availability per month and be able to work at least three shifts per month

Note – this is a physically demanding role with regular lifting, carrying, and movement of heavy equipment - standing, walking, and moving for extended periods of time.

Nice to have:

- First Aid Certification and valid ProServe, an asset
- Previous experience in event setup, operations or facilities support an asset.

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