## **JOB POSTING**A logo with black text  AI-generated content may be incorrect.

### **Facility and Events Manager (Full-Time, Year-Round)**

**Compensation: $75,000-$100,000 / Year plus performance incentive bonuses
Chilliwack Curling Club – Chilliwack, BC**

Do you have a passion for creating unforgettable events and building community? The **Chilliwack Curling Club** is hiring a **Facility & Events Manager** to lead all aspects of our rental and events program — including two full-service event halls, dry-floor curling, a licensed bar, and multiple meeting spaces.

This full-time, year-round role is perfect for someone with experience in hospitality, event planning, or venue operations who thrives in a hands-on, people-first environment. You'll be responsible for event bookings from start to finish — overseeing logistics, staffing, marketing, bar service, and profitability.

If you’re a proactive organizer, a strong communicator, and a community builder at heart, this is your chance to make a meaningful impact in one of Chilliwack’s most vibrant recreational hubs.

### **What You’ll Do:**

* Provide oversight and mentorship to department leads and other managers.
* Guide payroll, bookkeeping, HR, and general administrative operations.
* Approve pricing for non-curling related programs, events, and rentals.
* Develop strategic plans and lead operational improvement initiatives.
* Coordinate with contractors and managers for facilities and equipment upkeep, including the ice plant and building infrastructure.
* Advise the Board and prepare detailed operational/financial reports.
* Oversee event bookings from inquiry to execution — rentals, bar, and corporate curling.
* Manage CCC’s online booking system (CheckFront) and rental/event inbox.
* Maintain the rental/event calendar and update website content as needed.
* Set room and curling rental rates (with Facilities Ops Manager approval).
* Supervise the Head Bartender, bar staff, and event team; schedule according to budget.
* Approve bar pricing proposals from the Head Bartender.
* Ensure events are executed smoothly, on time, and within budget.
* Monitor revenue and expenses to ensure profitability and service quality
* Maintain excellent relationships with clients, vendors, and staff.
* Grow repeat business through customer care, professionalism, and reliability.

### **What You Bring:**

* Experience in event planning, venue operations, or hospitality management.
* Proven ability to manage multiple events and team members at once.
* Knowledge of bar service operations and liquor service compliance.
* Strong scheduling, delegation, and interpersonal skills.
* Familiarity with online booking tools and Google Workspace (e.g., CheckFront, Calendar).
* Customer service mindset with a focus on delivering exceptional guest experiences.
* Available to work evenings/weekends as needed for events.
* Serving It Right certification required.

### **Why Join Us?**

The Chilliwack Curling Club is more than just a rink — it’s a community. With year-round programs, two licensed event halls, and a growing member base, we offer an exciting and dynamic workplace. You'll join a supportive, collaborative team and play a major role in the Club’s continued success and connection with the Chilliwack community.

**To Apply:**

Submit your resume, short cover letter and any relevant certifications to:

recruitment@curlchilliwack.org

Subject: Facilities and Events Manager Application – [Your Name]

This position is open until it is filled. We thank all applicants for their interest, but only those selected for an interview will be contacted.