

# Events & Production Coordinator

**Full-Time | Permanent**

**Students' Association of Mount Royal University (SAMRU)**

Wyckham House Student Centre | Calgary, Alberta

## Bring memorable campus events to life.

Are you an organized, hands-on event professional who enjoys turning plans into polished experiences?

The Students' Association of Mount Royal University (SAMRU) is looking for an Events & Production Coordinator to support the planning, production, and delivery of events that bring students together and strengthen campus life.

From coordinating logistics, performers, equipment, and event spaces to operating lighting, sound, and other production systems, you'll help ensure SAMRU events run smoothly, safely, and professionally. This role combines detailed event administration with practical, on-site production work and direct support for guests, performers, staff, and students.

## About SAMRU

SAMRU is a student-focused charitable organization representing and serving Mount Royal University students. We operate the Wyckham House Student Centre, provide essential student services, organize hundreds of events each year, advocate on behalf of students, and create welcoming spaces where students can connect and succeed.

Our Events & Engagement team creates programs and experiences that encourage students to participate in campus life, build relationships, and feel connected to their university community.

## What You'll Do

As our Events & Production Coordinator, you'll help deliver exceptional student events by:

- Coordinating event logistics, including room bookings, equipment, furniture, site preparation, schedules, performers, transportation, accommodations, and hospitality.
- Providing technical production support using sound, lighting, staging, and related event equipment.

- Preparing event spaces and ensuring equipment is properly configured, tested, operated, and secured.
- Supporting the planning and delivery of a coordinated, campus-wide schedule of events.
- Acting as an on-site event host and liaison for performers, speakers, guests, vendors, and other participants.
- Coordinating casual and seasonal event staff and supporting their recruitment, training, scheduling, and supervision.
- Maintaining event equipment, inventories, records, contracts, invoices, and operational documentation.
- Supporting event evaluation by tracking attendance, feedback, and other performance information.
- Managing multiple events and production requirements while maintaining high standards for safety, customer service, and event quality.

## We're Looking For Someone Who...

- Earned a degree or credential in a related area.
- Has direct experience coordinating live event production, staging, or audio-visual operations.
- Has advanced technical proficiency in configuring, operating and troubleshooting front-of-house sound, monitor mixes, stage lighting grids, and live AV systems.
- Is highly organized and can manage detailed logistics, schedules, records, and competing priorities.
- Has practical experience executing stage setup, including levelling stage legs, installing safety railings, and verifying fire code compliance like aisle widths.
- Has a proven track record managing AV equipment inventories, conducting preventive maintenance, and coordinating trade repairs.
- Has demonstrated experience recruiting, scheduling, and supervising casual event staff and volunteers.
- Is able to remain calm, adaptable, and resourceful when live event plans change or unexpected technical issues arise.
- Is available to work evenings or weekends when required by event schedules.

## Why Work at SAMRU?

Working at SAMRU is about more than setting up rooms and operating equipment - it's about creating experiences where students can connect, participate, and feel part of their campus community.

We offer:

- Starting salary of **\$47,000 annually**, paid evenly throughout the year
- Comprehensive employer-paid health and dental benefits
- A scheduled **six-week summer break every year\***

- Additional paid days off in December
- 35-hour work week
- Flextime program
- Professional development opportunities
- A collaborative and energetic team environment
- A beautiful campus workplace at the heart of student life

\*Each year, Coordinators receive a scheduled six-week summer break from July 1 to August 15. The break includes 15 employer-scheduled vacation days, with the remaining non-working period reflected in the annual salary. Employees remain continuously employed and retain their benefits throughout the year.

## Join Our Team

If you're looking for a role where your organization, technical skills, and event expertise will help create meaningful experiences for students, we'd love to hear from you.

Please submit your résumé and cover letter in PDF format to [hr@samru.ca](mailto:hr@samru.ca) with the subject line:

### **Events & Production Coordinator Application**

Applications will be accepted until a suitable candidate is found.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.