



JOB POSTING

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.
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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.
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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.