



Events & Bookings Coordinator
Permanent, full-time (35 hours/week)
\$80,189.20 - 100,245.60 per annum

At the City of Leduc, our mission is **People. Building. Community.** We offer a collaborative and dynamic workplace where our values of Teamwork, Service, Respect and Leadership guide our conduct and contribute to a healthy culture. If you would like to work as part of a progressive organization and enjoy a fast-paced environment, then this may be the opportunity for you.

Come work with us!

The City of Leduc is proud to provide recreation programs, services, and facilities that support community well-being, connection, and active living. We are seeking an **Events & Bookings Coordinator** to lead the planning and coordination of facility bookings, public drop-in opportunities, and community events held on City properties. This role is ideal for a collaborative leader who is passionate about delivering exceptional service, building strong community partnerships, and creating positive experiences for residents and visitors.

What is the Opportunity?

The Events & Bookings Coordinator reports directly to the Manager, Business Services. This position is responsible for liaising and supporting users who schedule City facilities to deliver recreation, education, social services and special events hosted on City property, including the coordination of Facility Monitors.

This role includes working closely with internal and external partners, senior management, community organizations, stakeholders and other business units to ensure that facility bookings, programs and events held on City indoor and outdoor properties are scheduled to maximize utilization of amenities through a fair and equitable allocation process, ensure safe and successful events through event facilitation and management, and align with corporate and council strategic priorities.

What will you do?

- Provide day-to-day leadership, supervision and direction to a diverse team, fostering a positive team environment, ensuring adherence to operational procedures, and supporting high standards of customer service, safety, and service delivery
- Ensures consistent implementation of Human Resources, Occupational Health & Safety programs and City of Leduc policies and procedures including employee orientation, training, recognition, performance management and employee succession planning
- Strategic planning to manage use and opportunities for organized and unorganized activities by scheduling of City of Leduc owned facilities and delivery.
- Establish direction for facility use by assessing utilization and reporting on use
- Liaise with community not for profit organizations, stakeholders, and businesses to ensure community needs for use and events hosted on City property are met
- Work collaboratively with various business units within the City of Leduc, external agencies and businesses to develop appropriate and effective plans for delivery of services and safe use for community members, contractors, and employees including rentals and events are compliant with Municipal and Provincial licensing, permitting, bylaw, and legislation requirements

- Set direction for the planning and development of policies and procedures specific to venue operation, reviewing, creating, and implementing the fees and charges bylaw and charge schedule
- Develop and monitor annual operating budget, ensuring expenditures and revenues are within the approved budget scope for the department
- Oversee accounts receivable for facility rentals and event bookings, including invoice generation, payment processing, aging reports, reconciliation, and collection follow-ups to ensure accurate revenue recognition
- Coordinate and administer event licensing and permitting processes in compliance with municipal bylaws and provincial legislation; support event operations through risk management, crowd control planning, emergency response coordination, and resource allocation
- Delivering high-quality customer service while ensuring site security through access control, incident response, policy enforcement, and support of safe, welcoming environments for all users

Who you are?

You are a collaborative and strategic leader with a strong business acumen and a passion for community recreation. You bring:

- Degree in Recreation or Business Management
- Minimum of five (5) years' experience in facility operations, events management, and recreation services
- Supervisory experience, exhibiting proven leadership, management, coaching, and team building skills, with the ability to motivate team members
- Knowledge of revenue, expenditures and budgeting management
- Intellileisure Software knowledge an asset

What we Offer?

Working for the City of Leduc means joining a leadership team that values trust, collaboration, and meaningful impact. In this role, we offer:

- **Competitive compensation and comprehensive benefits**, including a defined benefit pension plan, extended health and wellness supports, and paid 3 weeks' Vacation per year.
- **Employee Family Assistance Program**
- **A collaborative and value-driven workplace**, where integrity, accountability, and teamwork guide how decisions are made and how success is shared.
- **Work-life balance and a culture of belonging**, supported by flexible thinking, respectful collaboration, and a focus on sustainable workloads.
- **A free annual pass to City of Leduc recreation facilities**, including access to drop-in programs to support your health and well-being.

Important Notes!

- The successful candidate must provide a current **Criminal Record Check** at their own expense.
- Please include a cover letter outlining how your experience aligns with this role

Ready to Join Us?

If you are a service-driven leader who excels at building strong partnerships, leading teams, and delivering high-quality recreation services and customer experiences, we encourage you to apply and help shape the future of Recreation Services at the City of Leduc.

Apply today at www.leduc.ca/careers.

The competition closes at 11:59 PM (MT) on July 06, 2026.

Due to the high volume of resumes received, we are not able to respond to individual phone calls. This competition may be used to fill future vacancies at the same or lower classification level. We thank all applicants for their interest, however, only those selected for interviews will be contacted.