

**Historic Sites and Museums, Rutherford House**

**Job Title:** Facility Rentals Coordinator  
**Location:** Edmonton, Alberta  
**Type:** Administrative Support – Part-time, up to 23 hours per week

**Competition closes February 25, 2019**

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**About Us**

Rutherford House Provincial Historic Site was the home of the first Premier of Alberta, Alexander Cameron Rutherford. In 1911, A.C. Rutherford, his wife Mattie and their family moved into this beautiful brick mansion near the university campus. The family entertained friends, relatives and influential Edmontonians for more than a generation. Today, this restored and furnished Edwardian-era house museum maintains the Rutherford tradition of hospitality and offers visitors a glimpse into the past with costumed interpreters, guided tours and special events.

**Role**

Rutherford House Provincial Historic Site is looking for a dynamic, motivated individual to fill a Facility Rentals Coordinator position up to 23 hours per week with a flexible schedule. You must be available weekends and evenings.

This position will oversee all aspects of our exciting and growing Facility Rentals Program. Rutherford House provides a beautiful and elegant space for a wide variety of small, intimate rental opportunities, including photography bookings, civil ceremonies, receptions, weddings, birthday parties, book launches, and more.

Tasks and responsibilities will include organizing and arranging bookings, marketing and promotions, customer service and outreach, event set-up and takedown, writing post-event reports and historical interpretation.

As the Facility Rentals Coordinator you will provide excellent front line customer service, working with a wide variety of clients with a wide range of interests and needs, exploring ways to creatively provide them with the best possible experience in this unique historical landmark.

Working independently, though within a team environment, you will have an opportunity to learn about and share with our visitors a fascinating part of our province's history, and to engage them in building an appreciation of, and connection with, those stories as they inhabit and enjoy Rutherford House. You will work with both Rutherford House interpretive staff and Vintage Fork at Rutherford House restaurant staff in order to deliver superior quality events.

This job will allow you to develop a wide variety of skills including event production and management, customer service, program development, and interpretation techniques.

**Qualifications**

Post-secondary education and or/experience in the following fields is desirable: Event Management, Marketing and/ or Recreation Administration, Customer Experience. The successful applicant will have a current **Standard First Aid Certificate** as well as **ProServe**. **Successful candidate must provide proof of first aid training, ProServe and undergo security screening before hiring.**

**Salary**

**Wage rate: Administrative Support 4 at \$23.33/hr.**

This position is ongoing.

**How to Apply**

Please submit your resume and a cover letter to [Edward.vanVliet@gov.ab.ca](mailto:Edward.vanVliet@gov.ab.ca) **in PDF format only**. Indicate that you are applying for the Facility Rentals Coordinator position at Rutherford House.

**Closing Statement**

Thank you to all applicants for their interest. All applications will be reviewed to determine which candidates' education and experience best meets the needs of the position. Only individuals selected for interviews will be contacted.