



Job Title: Operations Conversion Coordinator
Department: Operations
Reports To: Operations Manager and/or Assistant Operations Manager
Supervision: Operation Lead Hand – Supervisors
Schedule: As per required (80 salaried hours) during the designated pay period

Summary

Directly responsible for the administrative assigned responsibilities, coordinating and supervision of overnight conversions crew(s) while meeting all stipulated deadlines for the scheduled move in, setups and teardown of all SMG's requirements at our multi-purpose sports and entertainment complex.

Health and Safety of all SMG staff and hired Labour is the most important responsibility of this position.

Essential Duties and Responsibilities

Health and Safety

- The Health and Safety of all personnel involved with a conversion of a multi-purpose sports and entertainment complex.
- Training of outside Labour Agencies/Services personnel for the purpose of safe and efficient conversion operations.
- Clearly defining the objectives of the conversion to Labour Agencies/Services, advising Staff/Labour all potential risks involved and safe "BEST" practices used.
- Reading the scripted job description, required tasks, item weights and sizes along with required Personal Protective Equipment (PPE) to be used during this conversion/job assignment.

Supervision

- Direct supervision of SMG part-time conversion staff and hired outside labour services personnel.
- Available to work scheduled overnight conversions (based on SMG schedule of events) that includes week day / nights and weekend day / nights.

Coordination / Efficiencies

- Direct coordination of conversion procedures in the most efficient manner; first to last order (e.g. ice deck install, removal of spectator shielding, board removal, spectator netting storage event floor chair setup and striking, function setups and teardowns etc.)

Administration

- Any administration required (e.g. staff lists, signatures and/or reports) for all personnel under your direction during specific scheduled conversion.

Back of House Organization

- Maintain the organization of our "Back of House" storage areas and related conversion / event equipment



Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Minimum of 2 years supervisory experience in a similar setting
- Fork lift certification
- Excellent organization skills
- Ability to prioritize and to handle multiple projects simultaneously
- Good written, verbal and interpersonal and computer skills required; ability to interact with all levels of staff including management
- Ability to effectively supervise staff
- Strong customer service skills
- Professional presentation, appearance and work ethic
- Ability to work with limited supervision and as a team member
- Ability to work flexible hours, including nights, weekends and holidays in addition to normal business hours
- Ability to do heavy lifting and ability to work at heights, and required to walk extensively

How to Apply

Qualified applicants are invited to submit a resume and cover letter to: david.hamilton@mississauga.ca by **October 15, 2017**.

We thank all applicants for their interest but only those selected for further consideration will be contacted. SMG Canada ULC is an equal opportunity employer.

SMG turns 40 in 2017! Celebrating its 40th anniversary and founded in 1977, SMG provides management services to 233 public assembly facilities including convention and exhibition centers, arenas, stadiums, theaters, performing arts centers, amphitheaters, equestrian facilities, science centers and a variety of other venues. With facilities across the globe, SMG manages more than 15 million square feet of exhibition space and more than 1.5 million sports and entertainment seats. As the recognized global industry leader, SMG provides venue management, sales, marketing, event booking and programming, construction and design consulting, and pre-opening services for such landmark facilities as McCormick Place & Soldier Field in Chicago, Moscone Convention Center in San Francisco, Houston's NRG Park and the Mercedes-Benz Superdome in New Orleans. SMG also offers food and beverage operations through its concessions and catering companies, currently serving more than 140 accounts worldwide. For more information visit www.smgworld.com.