

## Operations Coordinator

*The use of the masculine gender in this description is intended only to lighten the text.*

**6-month contract starting in early June**  
**Flexible hours – evenings and weekends**  
**Location: Arsenal Art Contemporain**

### ABOUT THE POSITION

The Operations Coordinator ensures the smooth running of the exhibition in general. He/she has eyes everywhere, ensures that the experience is in line with expectations and that everything goes according to plan.

### MAIN RESPONSIBILITIES

- Ensure the smooth running of the site operations (schedules, security, cleaning, maintenance, etc.);
- Ensure compliance with Covid-19 standards and maintenance of established measures;
- Manage sanitary equipment inventory and place orders as needed;
- Set up reports (number of visitors, budget, technical problems, etc.);
- Manage the day-to-day operations of the store (sales, inventory management, orders, etc.);
- Perform the sales balance;
- Establish the sales report and identify the best/least performing items;
- Monitor all operational expenses to ensure budget compliance.

### REQUIREMENTS

- Excellent command of French, both oral and written;
- Good knowledge of English, both oral and written;
- Strong communication skills;
- Demonstrate autonomy, versatility and attention to detail;
- Strong analytical and problem solving skills;
- Good team player and interpersonal skills;
- Knowledge of the entertainment and/or cultural sector (asset).

Please send your resume and a letter of intent and include the job title in the subject line to [jtremblay@phi.ca](mailto:jtremblay@phi.ca).

*We thank all applicants. However, only those selected for an interview will be contacted.*