



**Beyond Van Gogh is hiring an Assistant Manager to lead our exhibition to success in Hamilton.**

Seeking an exhibition Assistant Manager to lead our upcoming event to success.

**Your Role:**

- Support the General Manager in all areas
- Lead staff of 30+ members in superior customer service
- Communicate the vision to all team members and lead by example
- Implement quality control ensuring staff are performing all described duties with exceptional guest experience in mind
- On site customer relations and critical thinking
- Perform and supervise opening and closing procedures and securing facility when necessary
- Assist with day-to-day operations including staffing, cost controls, staff training, and active floor management daily
- Aid in preparation of company reports such as daily sales reports on merch, daily ticketing reports, payroll submission to accounting team as needed
- Direct and motivate all teams to provide unparalleled, spirited service to all customers, generate sales and profit, minimize losses, and ensure the event is visually distinctive and impeccably maintained
- Aid in managing merchandise procedures and inventory as necessary
- Organize maintenance and cleaning procedures to maintain a safe, healthy, and polished event

**Desired Skills & Experience:**

- Organizational Team building and interpersonal skills a must
- Comfortable with COVID-19 Health & Safety Guidelines
- Bilingual with superior verbal and written skills is an asset
- Staffing and scheduling experience considered an asset
- Visionary leader with the ability to provide steadfast guidance to all departments
- Strong conflict resolution and decision-making skills
- Proven success in leading, training and motivating teams
- Strong ability to plan, execute, and prioritize tasks
- Experience with Square and Ticketmaster Universe (or similar software) an asset
- Demonstrates high personal integrity, business ethics and takes every opportunity to promote the venue
- The ability to work a flexible schedule including weekends, holidays, and some evenings

**Position Details:**

- **Location:** Hamilton Convention Centre
- **Start Date:** Employment to commence immediately
- **Hours:** Minimum 30 - 40 hours per week (Full-Time) in a physically demanding and fast paced environment
- **Contract Length:** Minimum 8 weeks with likely extension
- **Application Deadline:** TBD

To apply email resumes to [michaella.putman@spectraxp.com](mailto:michaella.putman@spectraxp.com)

We thank all of those who apply but only those selected for an interview will be contacted.