OPERATIONS CO-SUPERVISOR

October 28, 2026

Reports to: Director of Operations

Conexus Arts Centre is seeking an organized, people-focused **Operations Co-Supervisor** to help lead our Operations team and support the successful delivery of events throughout the facility.

This position will focus on employee scheduling, staff supervision, operational coordination, inventory management, and team development. Working alongside the existing Operations Supervisor, you will help ensure staffing, event setups, cleaning, and operational activities are delivered safely, efficiently, and to a high standard. The position requires flexibility to work days, evenings, and weekends as operational requirements dictate.

What You'll Do:

Scheduling & Coordination

- Schedule and coordinate operational staff to support events and daily facility requirements.
- Ensure staffing levels align with event and operational needs.
- Manage changing priorities and operational demands.

Leadership & Team Development

- Supervise, coach, and support Operations employees.
- Foster a positive, accountable, and team-oriented workplace culture.

Operations & Inventory Management

- Monitor supplies, equipment, and inventory levels.
- Ensure event setups, room turnovers, and cleaning standards are completed accurately and on time.
- Support safe and efficient workplace practices.

Administration & Employee Support

- Maintain schedules, records, and operational documentation.
- Interpret and apply policies, procedures, and collective agreement requirements.
- Work collaboratively with all departments to deliver exceptional experiences for our clients and guests.

What You Bring

- Experience supervising employees in a service, hospitality, facility, operations, or event environment.
- Strong scheduling, organizational, and administrative skills.
- Proven ability to build relationships, communicate effectively, and lead teams.
- Strong problem-solving and follow-through skills.

- Ability to understand and apply policies, procedures, and collective agreements.
- Flexibility to work daytime, evening, and weekend shifts as required.

To Apply:

Please send your resume and cover letter to colette.perras@conexusartscentre.ca