



BRCA Hall Rental On-Call Support/Coverage Job Description

January 6, 2025

BRCA is looking for on-call support/coverage for hall rentals, during non-office hours. Typical hours will be on the weekend, some evenings and will also include some weekdays during staff vacation time.

Tasks include:

- support for customers renting the facility, answering their phone inquiries, and attending to the hall if there are any issues
- calling contractors for any emergencies (cleaning company, plumber, electrician, parking authority etc.)
- facility walk-through checks
- communicating with emergency services (911) and Board members in case of emergencies (fire, break-in)

To inquire about the position or apply, please email hall@brcacalgary.org