

**Job Title:****Day of Coordinator****Event:** Engagement Party**Date:** June 6, 2026**Shift Timing:** 2:00 PM – 11:00 PM**Location:** Calgary, NW**Wage:** \$16/hourHow to apply: Email resume to: [info@novaglowevents.com](mailto:info@novaglowevents.com)**Job Overview:**

We are seeking a reliable and organized Day-of Coordinator to oversee the smooth execution of an engagement party. The coordinator will ensure that vendors, timelines, and logistics are managed efficiently so that the client can enjoy a stress-free celebration.

**Key Responsibilities:**

- Arrive prior to vendor load-in to manage setup (from 2:00 PM).
- Serve as the main point of contact for all vendors (caterers, decorators, DJ, rentals, etc.).
- Ensure the event timeline is followed, including setup, ceremony, meals, entertainment, and breakdown.
- Troubleshoot any issues that arise during setup or the event itself.
- Coordinate deliveries, placement of rentals, and vendor load-out after the event.
- Assist with guest flow and seating arrangements as needed.
- Maintain a professional and calm presence throughout the event.
- Communicate clearly with the client, vendors, and staff to ensure all tasks are executed as planned.
- Conduct a final walkthrough after the event to ensure nothing is left behind and the venue is secure.

**Required Skills & Qualifications:**

- Strong organizational and time management skills.
- Excellent communication and interpersonal skills.
- Ability to multitask and solve problems quickly and efficiently.
- Calm under pressure and detail oriented.
- Experience with event coordination or hospitality is preferred but not required.
- Ability to work flexible hours, including evenings.

**Compensation:**

- \$16/hour for the full shift (2:00 PM – 11:00 PM).