



Job Posting: Shop and Rentals Coordinator

Bleeding Art Industries is a leader in Alberta's creative industries and is the only company of its kind in western Canada that offers a unique combination of fabrication, manufacturing, sales, rentals, and creative content production. It has led the way as a service provider of practical SPFX, creature effects, prosthetics, custom fabrication, product manufacturing, sales, equipment rentals, and as a content and IP creator. It has won awards and garnered accolades worldwide for its work. The Shop and Rentals Coordinator is a full-time position overseeing the company's equipment rentals and Calgary shop including but not limited to:

- Maintaining and repairing shop and rental equipment
- Assisting customers with equipment rentals
- Ensuring shop is properly equipped, cleaned, organized, and all items are in working order
- Overseeing the equipment rental schedule
- Ensuring expendables for rental equipment are in stock
- Overseeing shipping and receiving
- Assist as needed with some fabrication and special effects projects
- Overseeing the yard and ensuring it is clean and organized

Qualifications:

Can work independently or with others	Ability to lift and move heavy equipment (ie. 50 lbs+)
Experienced with a shop including proper use of tools, equipment, forklift	Able to work in a fast paced and changing environment
Good technical and mechanical skills	Experience working with special effects equipment
Good verbal and written communications skills	Strong technical aptitude for troubleshooting and repairs
Customer focused	Knowledge of film, event production, and performing arts industries
Self-motivated	Driver's license, Fireworks Operator Certificate, WHMIS, Fall Arrest, First Aid and CPR
Shows leadership and initiative	
Positive and enthusiastic	
Good organizational skills	
Enjoys a challenge	

Other:

Salary: commensurate with experience
Hours: Monday through Friday 9 am – 5 pm
Benefits: comprehensive health benefits package provided

Send cover letter and resume to:

Bleeding Art Industries, Attn: Becky Scott
Bay 3, 3815 61 Ave SE
Calgary, Alberta T2C 1V5

Via email: becky@bleedingartindustries.com

NO PHONE CALLS. ONLY THOSE WHO PROCEED TO INTERVIEWS WILL BE CONTACTED.