

# Incubator Space Manager

## INNOVATE CALGARY

Calgary, Alberta

Innovate Calgary is the technology transfer and business incubator center for the University of Calgary. As part of the Office of the Vice-President (Research) portfolio, we work with University of Calgary researchers, students, and other members to bridge the gap between discovery and create economic and societal impact. We provide a unique environment for employees, combining a flexible working environment with significant exposure to the breadth of the University of Calgary's growing innovation and entrepreneurial ecosystem.

We are currently accepting applications for the following position:

### **Incubator Space Manager**

#### **Position Overview**

The Incubator Space Manager (ISM) will play a crucial role in creating a welcoming and efficient environment for Aerospace Innovation Hub (AIH) members. Reporting to the Associate Director, Aerospace Innovation Hub, the ISM will manage access to the space, act as the organization's face, organize events, support tech companies' needs, and ensure smooth operations in meeting rooms and shared spaces. In the initial phase of launching the Aerospace Innovation Hub, the ISM will work closely with designers and contractors to help renovate the facility to accommodate the goals of the AIH.

#### **Responsibilities**

1. Space Management:
  - Oversee daily operations, ensuring the coworking space is well-maintained, organized, and conducive to productive work
  - Manage access to the space, including membership management and onboarding new members
  - Manage access to meeting rooms and the room-booking software
2. Startup Support:
  - Have a good understanding of technology development with a solid foundation of engineering concepts to be able to support a startup's technical journey
  - Understand business concepts with the ability to educate aerospace startups on the required steps for success

3. Community Engagement:
  - Being incubated at the Aerospace Innovation Hub
  - Act as the primary point of contact for members, fostering a positive and collaborative atmosphere
  - Organize networking events, workshops, and social activities to enhance community engagement
4. Event Coordination:
  - Plan, coordinate, and set up for events hosted within the coworking space
  - Collaborate with members and external partners to organize relevant and engaging events
5. Safety Compliance and Training:
  - Enforce and uphold safety protocols within the workplace, ensuring a secure and compliant working environment
6. Technical Support:
  - Provide basic technical support to members, ensuring a seamless experience with shared office technology
  - Collaborate with tech companies to understand and address specific needs within the coworking space
7. Meeting Room Management:
  - Manage meeting room bookings, ensuring efficient use of space and resources
  - Set up meeting rooms with necessary equipment and ensure they are well-maintained
8. Administrative Tasks:
  - Handle administrative duties, including responding to inquiries, processing memberships, and maintaining accurate records
  - Assist in the development and implementation of coworking space policies and procedures
9. Facility Maintenance:
  - Coordinate with maintenance staff to address any issues related to the physical space promptly
10. Communication:
  - Communicate important information to members, including updates, events, and changes in policies
  - Respond promptly to member feedback and concerns, ensuring a high level of member satisfaction

### Qualifications

- Bachelor's degree in business administration or aerospace engineering
- Proven experience in coworking space management or a similar role
- Strong organizational and multitasking skills
- Excellent interpersonal and communication abilities
- Tech-savvy with a basic understanding of office technologies and equipment
- Good understanding of the aerospace sector

### Additional Attributes

- Enthusiastic about fostering a collaborative and innovative community
- Creative and proactive in organizing events and community-building activities
- Familiarity with the needs and preferences of tech companies within a coworking environment

### How to Apply

Interested applicants are asked to forward their resume and cover letter to [hr@innovatecalgary.com](mailto:hr@innovatecalgary.com).

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

**Application Closing Date:** Open until filled.

*Innovate Calgary is an equal opportunity organization committed to building and fostering a fair and inclusive community that values diversity and encourages respect for all. We welcome applicants across any race, colour, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, Indigenous status, or any other legally protected factors. We recognize the value of identifying and removing barriers for any applicants interested in participating in our programs.*