

## Job Posting

**Position Title:** Conversion Worker  
**Department:** Operations  
**Status:** Casual, hourly  
**Reports to:** Supervisor, Operations  
**Location:** Langley Events Centre

### Organization Overview:

Ten Feet Sports and Entertainment Ltd. (TFSE) manages and operates Langley Events Centre (LEC), a prominent home of participation and spectator opportunities in sports, entertainment, and events in B.C. We are dedicated to recruiting, hiring, and developing individuals with the skills, experience, and passion to contribute to the continued success and growth of our organization in one of the most unique and exciting employment environments available.

### LEC Overview:

Located within the Township of Langley's developing Arts, Sports, and Entertainment District, LEC features an arena bowl (5,276 seats for hockey), banquet hall, triple gymnasium (2,000 seats), double gymnasium (1,000 seats), fieldhouse, meeting rooms, dedicated gymnastics facility, retail, sport medicine, and sport organization offices, all next to the adjoining Willoughby Community Park. This unique multi-purpose and simultaneous event facility proudly hosts International, National, Provincial, Regional, and local community championships and events. Inspired by World Class facilities throughout North America, the LEC strives to provide a first-class experience for amateur and professional participants and spectators alike.

### Position Overview:

Reporting to the Supervisor, Operations, the Conversion Worker will set-up and breakdown the necessary items for events.

### Primary Duties and Responsibilities:

- Assist in the set-up and breakdown of staging, risers, chairs, house drapes, carpeting, portable flooring, and other items as assigned
- Responsible for ensuring all equipment is returned to designated space(s)
- Perform minor maintenance on equipment used for set-up and breakdown of events
- Other duties as assigned

### Skills and Abilities:

- Demonstrated knowledge of hand and basic power tools
- Team oriented
- Ability to operate vehicles in the performance of assigned duties in an effective and safe manner
- Must be able to work varied shifts, including nights, overnights, weekends, and holidays
- Must be able to safely lift up to 70 lbs unassisted or 125 lbs assisted
- Physically able to carry out the duties of the position
- Fully proficient in spoken and written English with a second language considered an asset



SPORTS AND  
ENTERTAINMENT

**Qualifications:**

- Willingness to complete a Police Information Check required
- Valid First Aid Level 1, CPR, and AED Certification, or equivalent will be required to be maintained during employment
- Forklift experience and certification an asset

**HOW TO APPLY:**

Interested individuals are asked to submit a resume and cover letter detailing your skills and experience via email: [careers@tfse.ca](mailto:careers@tfse.ca).

This position will remain open until filled. We thank all applicants for their interest, however only those selected for an interview process will be contacted.