



## **Event Manager**

(Temporary maternity leave position)

We are looking for a diverse and motivated Event Manager to join our dynamic company. This is primarily a one-year contract to fill for a maternity leave but can lead to a long-term contract in our company. The primary responsibility of the Event Manager is to efficiently and effectively coordinate all details required to ensure the delivery of successful projects with the main focus on Go West 2019, Edmonton Event Awards and Calgary Event Awards.

### **Job Description:**

This position will include a wide array of event management, but not limited to:

- Project management; develop, implement and manage critical paths with timelines
- Development of internal event management practices and processes
- Develop event budgets and manage finances to ensure the event stays financially on track
- Coordination of registration processes and payment systems; website coordination and updates
- Facility coordination and function room arrangements
- Managing food and beverage requirements, work with BEOs (detailed review and revisions)
- Communications including marketing emails and social media coordination
- Speaker coordination and management
- Sponsors / exhibitors management
- Management of audio visual services and technology utilization
- Travel coordination and hotel room block/attrition management
- Coordination of reporting processes
- Production of program materials and participant packages
- Coordination of all event support services and suppliers
- On-site coordination and management of event logistics, staff and volunteers
- Preparation of final event reports and proceedings
- General office administration
- Answer phones and respond to inquiries
- Will require some evenings and weekend work

### **Qualifications:**

Candidates must possess the following qualifications:

- Demonstrated passion for the meetings and events industry
- Demonstrated commitment to professional development and continuous learning
- CMP, CSEP and/or CMM industry certification (not required but is a strong asset)
- Demonstrated expertise and competence in project management and people management
- Demonstrated ability to effectively develop, implement and manage events
- Minimum of 5 years full-time meeting, conference and live events management experience
- Exceptional organizational skills with superior attention to detail
- Superior verbal and written communication skills including proof-reading
- Present a professional image in physical appearance, manners and communications with others
- Courteous and professional telephone manner and comfortable speaking with anyone

- Highly motivated self-starter with ability to work in a team-orientated environment
- Able to multitask through multiple projects, remaining accurate and flexible under pressure
- Must enjoy working in a small office environment
- Ability to prioritize and work within tight deadlines
- Willingness to work flexible hours and travel when required
- Advanced knowledge of Microsoft Office (Outlook, Word, Excel, Powerpoint)
- Must have a valid driver's license and reliable vehicle
- Diploma or Relevant work experience

Please forward resume to [arlene@timewise.biz](mailto:arlene@timewise.biz).