

Job Opportunity: Event Manager

Organization: Innovate BC
Position Title: Event Manager
Department: #BCTECHSummit
Location: Vancouver, B.C.
Employment Type: Full-time, contract (Immediately – April 30, 2019)

[About Innovate BC](#)

Innovate BC is a one stop service centre to connect BC innovators — large and small — with government funding, tools, resources and support. Every day, staff at Innovate BC come to work to serve and celebrate innovation in British Columbia, helping our industries grow, while ensuring the benefits of our thriving technology sector are felt by people in all regions of our province. Innovate BC is a Crown Agency of the Province of B.C.

About the Opportunity

We are seeking an experienced Event Manager passionate about tech sector to join Innovate BC's #BCTECHSummit team. The #BCTECHSummit is Western Canada's largest annual innovation event delivered by Innovate BC in partnership with the Province. The event showcases BC's vibrant technology industry, builds cross-sector and cross-border opportunities for businesses and explores the latest ideas and innovations solving challenges and fueling the global economy. The #BCTECHSummit brings together technology leaders, industry executives, investors, senior government officials, researchers and students to share insights, experiences and opportunities.

Reporting to the Event Director, the Event Manager will work with the Summit support team, leading various components of the event including aspects of the speaker programming, communication with potential partners and sponsors and providing support on all event production and logistics in the lead up and during the 2019 #BCTECHSummit. In close collaboration with the Summit team, the Event Manager will support the overall concept development and event management, including managing stakeholder relations, working with or managing vendors, aligning with event marketing, assisting with creative direction and support of administration tasks.

The ability to be proactive, multi-task, stay organized, while maintaining attention to detail and managing administrative support is essential to this position.

Project Management and Coordination

- Program planning, execution, task management, vendor relations, administrative upkeep and status reports
- Timeline management working in Team Gantt
- Budget management – keeping side events on budget / notify director of status
- Relay facilities requirements to event agency for function orders and logistics
- Weekly event status reports and post event reports
- Oversee overall project for Women in Tech, Investment Showcase and Youth Innovation Day onsite execution, performance, and profitability with event agency
- Ascertaining stakeholder needs and services required
- Coordinating a facilitating various committees



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Event Planning

- Housing, air and ground travel management for speakers
- Working with Event Director and event agency on Menu planning and management

Qualifications:

- 5-8 years professional event management experience (full time dedication)
- Strong background in program management and execution
- Bachelor's Degree
- Strong problem-solving and management through stressful situations
- Working experience with event management platform(s)
- Knowledgeable of facilities management, audio-visual, room layouts and design
- Understanding of production, staging, and on-site execution
- Ability to plan and design menus for events
- Proven experience sourcing vendors and managing the vendor relationship
- Contracting, negotiations, and compliance experience, an asset.
- Ability to assess and manage risk (emergency planning)
- Working experience with event budgeting and financials
- Ability to complete evaluations, reporting and analysis
- Leadership and strong interpersonal skills
- Outstanding written and oral communications skills
- Working knowledge of Excel, Power Point, Word and cloud-sharing programs
- Understanding of social media in event settings
- Commitment to working required hours (above and beyond normal business hours) to ensure events are successful
- Experience in the tech sector and/or government preferred

Salary: Commensurate with experience.

Application Deadline: December 14, 2018

Starting Date: Immediately

Application Process: To apply for this position, please send cover letter and CV to info@bctechsummit.ca. Please use the subject line 'Events Manager'. We thank all applicants in advance for their interest; however, only those selected for an interview will be contacted.