



Exhibition Place

JOB OPPORTUNITY

JOB TITLE: Event Services Manager

JOB TYPE: Permanent

HOURS OF WORK: 35 hours/wk.

SALARY RANGE: \$80,114 - \$101,028/yr.

POSTING DATE: October 8, 2019

CLOSING DATE: October 29, 2019

Reporting to the Director, Event Management Services, the Event Services Manager will manage all activities and oversee all coordination activities related to Event Coordinators for events and grounds, and activities related to the Tenant Relations Coordinator for tenants.

Major Responsibilities

- Support Sales and Marketing division by providing services/event planning advice for organizers of potential events.
- Schedule work assignments for coordinators.
- Manage event logistics providing event related advice to organizers of major international events.
- Coordinate and chair weekly inter-departmental event operations meetings, as well as major event production meetings.
- Primary contact to review/analyze client needs throughout assigned event.
- Oversee the preparation of estimates/quotes for services to clients and tenants and monitor additional services/charges.
- Liaise with all division Coordinators, and on an as needed basis, provide guidance to staff in the delivery of service.
- Prepare information related to client billing, review with event management and clarify billing matters with the Finance department.
- Liaise with all Coordinators and on an as needed basis, provide guidance in the delivery of service.
- Manage occupancy of facilities from move-in to move-out to verify compliance with agreements and conditions governing the building occupation.
- Act in the capacity of duty manager and make event related decisions (facility access, evacuation, delay of gate opening, fire safety, etc.), when required.
- Review the necessary documents (floor plans, building permits, rules and regulations, etc.) and liaise with Facility Services on corrective actions.
- Liaise with clients and tenants to verify compliance of fire, safety and building codes.
- Assist with marketing of rentals & services and provide input to evaluate fair market price on annual basis.
- Assist with development and implementation of event management policies, procedures and standards.
- Prepare post event analysis for future planning.
- Perform other duties as assigned.

Required Qualifications

1. Certificate in Facility Management or in another discipline pertinent to the job function or equivalent combination of education and experience.
2. Extensive experience in facility and event management preferably dealing with large scale events.
3. Extensive experience in supervising staff in an event environment.
4. Experience utilizing software packages (word processing, spreadsheets and electronic mail).
5. Good interpersonal skills with the ability to communicate effectively both verbally and written.
6. Proven customer service skills.
7. Demonstrated knowledge of and ability to interpret collective agreements, applicable codes, standards, guidelines and government legislation specifically the *Occupational Health & Safety Act*, Workplace Hazardous Materials Information System, Workplace Safety & Insurance Board, fire safety regulations and building codes.
8. Ability to work days, evenings and weekends including holidays, as required to support operational requirements.

How to Apply:

To apply for this position, mail, fax or e-mail your resume/application and cover letter which describes your qualifications in relation to the qualifications required to: Human Resources

Division, 100 Princes' Boulevard, Suite 1, Exhibition Place, Toronto, Ontario, M6K 3C3. Fax (416) 263-3690 or by e-mail to humanresources@explace.on.ca

Equity, Diversity and Inclusion:

Exhibition Place is committed to fostering an inclusive, accessible environment where all employees and members of the public feel valued, respected and supported. We are dedicated to building a workforce that reflects the diversity of the public and the communities in which we live and serve.

Accommodation:

If you are an individual who requires accommodation to apply to this position, due to disability under the Ontario Human Rights Code, please email us at humanresources@explace.on.ca quoting job title and closing date. Exhibition Place is committed to providing Code-protection accommodation throughout its hiring process.

We thank all applicants, however, only those who meet the minimum qualifications will be considered for review.