



## Exhibition Place

### JOB OPPORTUNITY

**JOB TITLE:** Event & Meeting Coordinator

**JOB TYPE:** Permanent

**HOURS OF WORK:** 35 hours/wk.

**SALARY RANGE:** \$63,372 - \$79,926/yr.

**POSTING DATE:** November 28, 2019

**CLOSING DATE:** December 28, 2019

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Reporting to the Event Services Manager, the Event & Meeting Coordinator will oversee all activities related to midsized events within the buildings and on the grounds and within Beanfield Centre.

#### **Major Responsibilities**

- Primary contact throughout midsized events and support primary Event Coordinator for larger scaled events.
- Assist in providing services/event planning advice for organizers of events within Beanfield Centre.
- Prepare initial estimates and/or quotations for services and review with Senior Meeting Coordinator and / or the Event Services Manager for approval. Once approved obtain authorization from clients and review and track all additional services/charges for assigned events.
- Liaise with coordination team, and on an as needed basis, provide guidance and supervision to staff in the delivery of all services to clients.
- Market rental items, equipment, and services.
- Prepare information related to client billings and clarify billing matters with the Finance department.
- Review client billings with Senior Meeting Coordinator and / or Event Services Manager before presenting same to show management.
- Coordinate receipt of necessary documents (floor plans, building permits, rules and regulations, etc.) for initial review and approval.
- Conduct on-site inspections/tours of contracted space with Beanfield clients.
- Liaise with clients to ensure compliance of fire and safety codes, and building regulations.
- Prepare pre/post event facility inspection reports, assess damage, and prepare reports and estimates for billing and/or insurance purposes.
- In conjunction with authorities, act in the capacity of duty manager and make event related decisions such as evacuation, delay of gate opening, fire safety etc.
- Manage occupancy of facilities from move-in to move-out to ensure compliance with agreements and other terms and conditions governing the building occupation.
- Obtain information and/or documentation on incidents and vandalism for insurance claims.
- Prepare detailed event information document for internal distribution.
- Prepare post show/event analysis for future planning purposes.
- Assist in covering off shifts for larger scaled building and grounds events.
- 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. Experience dealing with management of events.
3. Experience in directing staff in an event environment.
4. Experience utilizing software packages (word processing, spreadsheets and electronic mail).
5. Possess a valid full G Class Ontario driver's license.
6. Demonstrated knowledge and ability to interpret collective agreements, and applicable codes, standards, guidelines and government legislation specifically the *Occupational Health & Safety Act*, Workplace Hazardous Material Information System regulations, Fire Code and Building Code.
7. Good interpersonal skills with the ability to communicate effectively both verbally and written at all organizational levels.
8. Proven customer service skills.
9. Working knowledge of facility management software an asset.
10. 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](mailto: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](mailto: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.