

Event Manager – WFH, Calgary Based

Boom Goes the Drum Inc. is currently seeking a Calgary based (work from home position) senior events professional to join our production team. From concept to completion the Event Manager acts as the project fulfillment and account management lead. Driving the creation and execution of event strategy to assist our diverse range of clients in identifying and achieving their objectives.

This is a permanent salary-based full-time position working flexible hours from Monday to Friday. Depending on project schedules some work on evenings and weekends will be required.

What you'll do:

Tasks will change dependent on the project load and the changing needs of our clients and production team.

The Event Manager will typically be responsible for:

- Leading all aspects of the project fulfillment lifecycle in; project onboarding, strategy development project planning, execution, project wrap-up and resale
- Managing all internal and external project communication
- Creative direction and concept pitching
- Development, management, and dissemination of all project planning documents
- Manage internal resources and establish and maintain third party/vendors relationships
- Ensure that projects are delivered on-time, within scope and within budget
- Manage changes to the project scope, project schedule and project costs using appropriate verification techniques
- Manage client and stakeholders relationships
- Conduct risk management analysis

- Support other projects as required
- Support business development as required

What you'll bring:

- Minimum 7 years' event management experience working in a diverse range of projects including large-scale events, curated gatherings, conferences, and exhibitions (in-person, hybrid, and virtual environments)
- A refined understanding of organizational, analytical, and decision-making skills with the ability to handle conflicting priorities and manage time with fluctuating workloads.
- Proficiency in Microsoft Office Suite and general knowledge and comfort working with other project management systems and cloud document sharing platforms
- Excellent written and oral professional communication skills, experience with building productive relationships, and the confidence to deal with high pressure environments and multiple stakeholders
- Valid class 5 drivers license
- Valid passport & ability to travel both nationally and internationally
- Able to lift 50 lbs and stand for long periods of time
- A comfortable, ergonomic workspace and private working environment
- Reliable internet connection capable of participating in video calls, with at least 30 Mbps download speed.

What we'll provide:

- Base salary of \$70,000
- Discretionary bonus eligibility
- A comprehensive health spending account
- 2 weeks' vacation to start (blackout dates apply)
- 5 days paid annual Holiday office closure

- Fridays off during July & August (depending on client requirements)
- Work-Life Balance – flexible hours
- Technology required to perform your duties
- Opportunity to work from home
- Collaborative, supportive team members

Preference will be given to candidates with Certification and/or Degree in Event, Meeting, or Project Management and strong experience in client portfolio management. Fluency in English and ability to self-manage are requirements for this role.

Interviews will be held May 7 & 8, 2024. Proposed start date is June 3rd, 2024.

Interested?

Apply by April 30th, 2024 to jobs@boomgoesthedrum.com.

We thank you for your interest however, only qualified candidates will be contacted.