



ZOOMERMEDIA

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Manager, Shows and Conferences

ZoomerMedia is a dynamic and creative organization where employees have the opportunity to be a part of a truly unique group of media brands on a variety of platforms. ZoomerMedia Limited (TSXV: ZUM) is a publicly-traded multi-media company devoted exclusively to the needs and interests of Canada's 15.1 million 45plus.

ZoomerMedia's **Shows and Conferences division is seeking a Manager to support the planning, production and execution of live events and consumer shows.**

ZoomerShow is ZoomerMedia's signature consumer expo focused on helping Zoomers live better. With equal parts education, entertainment, shopping and multiple zones including Health, Travel, Finance and more, the Toronto and Vancouver ZoomerShows keep thousands of attendees engaged over 2 days.

ideacity launched as the original Canadian TED conference and now has a 20-year history of bringing together some of the smartest people and biggest ideas to the stage, with event content further amplified via TV and digital platforms.

Role Summary:

- Reporting to the GM, ZoomerShows and GM, ideacity
- 8-month contract with option to extend
- January 2021 expected start

What we are looking for in a candidate:

- Knowledge and passion for consumer shows and live events
- Ability to ramp up quickly and work flexible hours around event week
- Ability to understand and navigate event venue protocols
- Sophisticated relationship manager who can seamlessly manage sponsor commitments while directing talent/performers, production crew and venue staff

Responsibilities:

- Develop and operationalize the plan for educational and entertainment stages including the main stage at the ZoomerShow
- Create and manage program schedules and timed agendas for stages
- Direct staging and production crew including union staff from venues to execute the program
- Liaise with creative, tech/IT and other event
- Book local musical acts, talent or performers for ZoomerMedia's events as needed
- Produce food/wine sampling zone for ZoomerShows
- Secure in kind sponsorship for relevant ZoomerShow event areas including alcohol sponsor if applicable
- Secure release forms for filmed content and personalities at ZoomerShow
- Secure required licensing and permits for ZoomerShow event areas
- Develop content and direct the creation of relevant promotional collateral for ZoomerShow stages and feature areas
- Coordinate load in and load out for ideacity conference
- Develop and manage the plan for ideacity conference lobbies including vendor exhibits and ideacity bookstore
- Create the catering plan for ideacity conference and direct venue staff for delivery
- Manage and deliver ideacity's opening night party, closing night party and special brunch experience directing vendors, partners, sponsors and suppliers as per direction from Executive Producer, ideacity
- Manage relevant supplier agreements for ideacity conference
- Serve as a key venue liaison for ideacity conference
- Some travel required (10-15%)

Preferred Qualifications:

- Prior experience with consumer shows and/or conferences
- Knowledge and understanding of basic contract creation
- Exposure to live event production preferred

To apply for this position please email your resume to HR@zoomer.ca and Yohan Matthew y.mathew@zoomermedia.ca.