

## **Event Coordinator**

### **About us: National Event Management**

National Event Management (NEM) is Canada's leading consumer event production company! Having just completed 22 events across North America in the last 12 weeks, we have proven there is an amazing demand for returning to face to face events, and National Event has never been better positioned to serve our clients with amazing events.

We are excited to be growing again and NEM is now accepting applications for a motivated and enthusiastic Event Coordinator, to join our team in dealing with logistics and operations for our successful consumer events. National Event is based in Markham, Ontario and is one of Canada's largest and leading producers of consumer events.

Some of our events include, The Franchise Expo, held in 25 cities across North America, National Women's Show, held in 5 cities across Canada, The T.O. Food & Drink Fest, The Outdoor Adventure Shows which take place in 4 major cities across Canada, Drive Festival, Expo Cannabis Montreal and The BC & Alberta Bike Shows.

### **About You:**

You are a high achiever looking to thrive in a fast-paced environment. You take pride in your own work but are comfortable collaborating with a team of highly motivated individuals. You can communicate clearly and concisely with teammates, clients, and members of the public, and you enjoy strong company culture and camaraderie. You are highly organized and has proven success in working on multiple projects simultaneously. You possess strong writing and editorial abilities, as well as interpersonal skills and are willing to take on diverse tasks to achieve the team's common goal.

Working within the Operations and Marketing departments, and reporting to the Director of Operations, this role will:

- Support 35-40+ large scale events (trade and consumer shows and festivals) across North America, as well as small in-office staff events throughout the year
- Help plan and execute event logistics, maintaining critical path and team deadlines
- Manage exhibitor services and communications post-sale and on an on-going basis
- Produce and distribute show materials such as exhibitor updates and manuals
- Create and manage online documents, including google forms and spreadsheets for internal and external use
- Process contracts for invoicing and liaising with Sales team and the Accounting Dept.

- Request, collect and track marketing materials for sold ad space
- Maintain and provide technical support to exhibitors for NEM's online database "The Franchise Directory"
- Negotiate hotel contracts and setup group blocks for exhibitors and staff.
- Attain food & beverages licenses or permits in various cities
- Ensure the company and exhibitors are complying with all facility and city rules and guidelines
- 3+ years' experience working in an event coordination, communications, or marketing role
- Bachelor's degree or Diploma in Event Management, Communications or Marketing
- Superior verbal and written communication skills
- Strong organizational skills and attention to detail required
- Understanding of and commitment to client service
- Possess leadership, assess what needs to be done and make recommendations accordingly
- Experience working with CRM programs like ZOHO or salesforce
- Advanced knowledge of Microsoft PowerPoint, Excel, Word, Outlook
- Ability to prioritize tasks to meet arising deadlines and multitask in a fast-paced environment
- Experience with Adobe Creative Suite (InDesign, Illustrator) is an asset
- Fluent in English (written and verbal)
- Fluency in or working knowledge of French is an asset
- Ability to work nights and weekends as needed during show season

Work will be performed from our Markham office with some work from home permitted.

Compensation will be commensurate with experience and all assets of what candidates can bring to the environment will be considered.

Please email your resume to [careers@nationalevent.com](mailto:careers@nationalevent.com)