

ZoomerShow

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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. For more company information, go to: www.zoomermedia.ca

ZoomerMedia's Shows and Conferences division, which produces ZoomerShow Toronto, ZoomerShow Vancouver and ideacity, is seeking an **Operations Manager** to support the planning, production and execution of its live events, annual conference and consumer shows.

Key details:

- Title: Operations Manager, Shows & Conferences
- Reporting to the Director, Shows & Conferences
- This is a full-time position with benefits

What we are looking for in a candidate:

- Experienced with and passion for consumer shows and live events
- Sophisticated relationship manager who can seamlessly liaise with exhibitors, speakers, performers, production crew and venue staff
- Ability to ramp up quickly and work flexible hours around event week
- Ability to understand and navigate venue protocols and mitigate risks

Responsibilities include but are not limited to:

- Developing and operationalizing the plan for ZoomerShows, including dealing with venue and 3rd party service providers
- Managing ongoing sponsor and exhibitor relations and contracts
- Managing registration platforms for ZoomerShows & ideacity, including on-site operation, ticketing and badge creation
- Liaising with creative, show tech, IT and other event teams, at venues
- Creating schedules and managing logistics around load-in/load-out at events
- Providing direction to crews, including venue union staff, to execute events

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- Securing required licensing and permits for ZoomerShow & ideacity event areas
- Developing content and creating relevant promotional collateral for ZoomerShow
- Developing and managing the plan for ideacity conference lobbies, including vendor exhibits and ideacity bookstore
- Some travel required (10-15%)

Qualifications:

- College or University Degree in a related field of study
- 3-5 years experience with consumer shows
- Knowledge and understanding of basic contract creation
- Live event production experience is an asset

Please send your resume & cover letter by Aug 8, 2022 to Siobhan Grennan, Director, Shows & Conferences, at siobhan@mztv.com .

ZoomerMedia is an equal opportunity employer. We adhere to the Ontario legislation regarding workplace accessibility and will provide reasonable accommodation during our recruitment process.

We thank all applications for their interest; however, we will only be contacting those being considered for this role.

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