



PROSPECTORS &  
DEVELOPERS  
ASSOCIATION  
OF CANADA

## **Prospectors & Developers Association of Canada (PDAC)**

### **Coordinator, Convention Exhibits**

1-year contract (possibility of permanent employment upon completion of the contract)

#### ***About PDAC:***

The Prospectors & Developers Association of Canada (PDAC) is the leading voice of the mineral exploration and development community, an industry that supports 719,000 people in direct and indirect employment, and contributes \$106 billion to Canada's GDP every year. Representing over 6,000 members around the world, PDAC's work centers on supporting a competitive, responsible, and sustainable mineral sector. The annual PDAC Convention is the world's premier international event for the minerals and mining industry. In recent years it has attracted more than 17,000 people from 120 countries in live format and over 5,000 online.

#### ***The Opportunity:***

You are an organized and detailed event professional with experience working directly with exhibits and exhibitors. Reporting to the Convention Director, you will be responsible for the Trade Show; coordinating exhibit rentals and assisting various jurisdictions and companies providing wide range of services to mineral exploration and mining companies.

The incumbent will have experience working in an in person, virtual and/or hybrid convention format. They will contribute to the success of our leading, international event by effectively working through the application, selection and organization process of exhibits and exhibitors.

#### ***What You Will Do:***

##### **Coordinate the exhibits for PDAC Trade Show:**

Work collaboratively with a positive approach to coordinate the following exhibit activities: application process, tracking, selection of exhibitors, payment processing and updating of database, assigning booths, compiling lists and updating the website as required.

##### **Communication to Exhibitors:**

Draft and schedule emails and communications for exhibitors, contribute to the creating, updating and editing various exhibitor guidance resources.

##### **Provide support to Convention Team:**

Work in partnership with another Coordinator, Convention Exhibits to complete additional projects and tasks as assigned.



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## **Qualifications Required**

- College diploma in a relevant field of study or a combination of equivalent education, job related training and /or experience (event planning, marketing, public relations, business administration)
- 1-3 years of experience with event planning and exhibit coordination
- Demonstrated proficiency with onsite logistics coordination
- Proven success managing multiple priorities and competing deadlines
- Exceptional organizational and administrative skills
- Strong attention to detail and ability to work with a high degree of accuracy
- Demonstrated ability to work collaboratively in a team environment
- Superior written, editorial and oral communication skills with the ability to communicate with tact and diplomacy
- Able to work autonomously as well as to follow explicit direction as required
- Agile and adept learner
- Proficient use of Microsoft Word, Excel and Outlook
- Experience with membership or event software is a plus
- Experience with website content management system(s) and project management tools such as Asana is a plus
- Flexible and willing to work a varied schedule including occasional evenings and weekends, specifically through PDAC busy period from November to March.

This successful candidate will be working in a hybrid work situation, with the requirement to attend the PDAC office at least once per week, with required in person attendance at the on-site convention. The PDAC office is located at 170 University Avenue, Suite 800, Toronto, Ontario.

**Applicants are requested to submit a cover letter and resume to [hr@pdac.ca](mailto:hr@pdac.ca)**

**We thank all applicants for showing an interest in this position. Only those selected for an interview will be contacted.**

*The PDAC is an equal opportunity employer, and we value diversity. The PDAC, will provide, on request, accommodations for disabilities to support your participation in all aspects of the recruitment process.*