



Show Director

- 20 Eglinton Ave W, Toronto, ON M4R 1K8, Canada
- Full-time

Company Description

Informa Connect, with its team of over 1,000 dedicated professionals, operates globally to deliver top-tier live events and digital content in 30 countries across various sectors. We're driven by passion, creativity, and a fast-paced environment, providing businesses with exceptional on-demand experiences. Here, your ideas come to life, and your contributions have a tangible impact. Embrace challenges, seize opportunities, and be a part of our dynamic team that's shaping industries.

Job Description

FAN EXPO HQ is the largest pop-culture event producer in the world. Our mission is to deliver the ultimate fan experience through our growing portfolio of events, which includes MEGACON Orlando, FAN EXPO Dallas, FAN EXPO Boston, FAN EXPO Chicago, FAN EXPO New Orleans, FAN EXPO Portland, FAN EXPO St Louis, FAN EXPO Cleveland, FAN EXPO Philadelphia, FAN EXPO Denver, FAN EXPO San Francisco, FAN EXPO Canada, Calgary Comic & Entertainment Expo, Edmonton Expo, FAN EXPO Vancouver, and more.

FAN EXPO HQ is a division of Informa, the world's leading events company, and together we create opportunities for fans to explore and celebrate all things pop-culture, through operational excellence, fandom expertise, and out-of-this-world content.

Ready to embark on a new and exciting adventure? Read on...

Responsibilities

Strategy:

- Strategize, position and grow the show to be a premier event of significance in the region

- Work with executive team to conceptualize, create and deliver innovative and best in class onsite experiences for fans, sponsors and exhibitors.
- Attend event strategy meetings bringing to the table new ideas and suggestions for changes based on vision for the event. Pitch new show features, partnerships and activations.
- Create strategic plans to achieve revenue goals by generating new ideas and growth areas.
- Gather information and analyze previous year activities and results. Develop post show proposals for improvements and enhancements for the following year.

Management:

- Oversee the operational readiness of assigned events with a mix of dedicated, shared and seasonal service teams.
- Provide strong project management and leadership to the team as well as developing team member(s) assigned to you
- Participate in the overall strategic planning for the events and then break off to coordinate the execution.
- The Show Director will own the workback for each event and engage shared services (marketing, sales, guest relations, customer service) accordingly to ensure all items are executed above expectation and on schedule.
- Maintain and facilitate existing relationships with venues, hotels and other key partners. Review and prep all contracts for sign off.
- Develop strong relationships with sponsoring associations, exhibitors, vendors and overall communication with clients. Ensure that all communication is clear, concise and consistent with show guidelines.
- Research prospective show suppliers. Ensure lowest cost, while maintaining high quality service for show management and exhibitors.
- Review quotes/invoices and submit for approval.
- Work closely with other team members and departments to ensure open communication and the necessary focus is allocated to the events falling under their scope.
- Oversee the management of show budget and ensure events are delivered within approved financial scope.
- Oversee the delivery of floor plans, layout changes and related booth regulations.
- Analyze processes and bring greater organization and cost savings to the event.
- Maintain database of event venue histories.
- Travel for onsite event management as needed.

Qualifications

- Excellent Managerial skills
- Demonstrated ability to develop relationships and work closely with suppliers, partners and colleagues.
- Strong work ethic
- Critical thinker who can make suggestions for improving event and process

- Strong verbal and written communications skills
- Highly organized and detail-oriented
- Strong time management skills and adaptable to constantly changing priorities
- Ability to work under pressure, balance workload and meet tight deadlines
- Positive attitude, strong work ethic and team player

Requirements:

- College or University degree in event management, business management or project management preferred
- Ability to work and deliver planning phase remotely, outside office environment
- 5+ years of event management experience
- Must be available to work evenings and weekends during event dates
- Potential travel 4-5 events per year within Canada and US. Valid passport is mandatory

Additional Information

Why work at Informa

Employee experience is very important to us at Informa. On top of joining a supportive, diverse and ambitious team that welcomes all types of candidates. We are also flexible with different working patterns and prioritizes promotions internally. Our benefits include:

- Learning and development plan to assist with your career development
- 10 days PTO plus 4 days for volunteering and a day off for your birthday!
- Competitive Benefits
- Paid parental leave
- Work with a high quality of specialist products and service
- Bright and friendly staff who are all “expert’s experts” and additional training and development for helping you achieve your career aspiration

We know that sometimes the 'perfect candidate' doesn't exist, and that people can be put off applying for a job if they don't fit all the requirements. If you're excited about working for us and have most of the skills or experience we're looking for, please go ahead and apply. You could be just what we need! We believe strongly in the value of diversity and creating supportive, inclusive environments where our colleagues can succeed. As such, Informa is proud to be an Equal Opportunity Employer. We do not discriminate on the basis of race, color, ancestry, national origin, religion, or religious creed, mental or physical disability, medical condition, genetic information, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity, gender expression, age, marital status, military or veteran status, citizenship, or other protected characteristics under federal, state or local law.

See how Informa handles your personal data when you apply for a job [here](#).