



PROSPECTORS &
DEVELOPERS
ASSOCIATION
OF CANADA

Prospectors & Developers Association of Canada (PDAC) Coordinator, Convention Exhibits

1-year fixed-term contract (possible conversion to full-time employment)

Description:

Have you ever wanted to be a part of something huge? This position will provide the opportunity to be a part of the award-winning PDAC Convention: The world's premier mineral exploration and mining event in Toronto. The 2024 event attracted 27,000 attendees from 138 countries.

The PDAC Convention takes place at the Metro Toronto Convention Centre (MTCC) at the beginning of March every year. The successful candidate will be required to work onsite during the event.

The Role:

Reporting to the Manager, Convention Exhibits, you will be responsible for exhibit rentals in the Trade Show (comprised of various local, national and international jurisdictions and companies providing services to mineral exploration and mining companies). The successful candidate will work through the application, selection and organization processes of these exhibitors.

Experience working in events/exhibits, organizational skills, customer service and attention to detail will contribute to the Exhibits Coordinator's success.

What You Will Do:

Exhibits coordination

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

Exhibits communication and marketing

Draft and schedule email and other communications to exhibitors, take exhibitor phone calls, contribute to the development/updating of the Exhibitor Toolkit, post online Exhibitor Directory, ensure onsite printed Exhibitor List is correct, etc.

Convention Team support:

Work in partnership with another Coordinator, Convention Exhibits and the Manager, Convention Exhibits to complete additional projects and tasks as assigned. Work in partnership with our Exhibit Management company onsite

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)



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- 1-3 years of experience in event planning and/or exhibit coordination
- Demonstrated proficiency with onsite logistics coordination
- Demonstrated ability to work collaboratively in a team environment as well as ability to work autonomously and follow direction
- Superior written, editorial and oral communication skills
- Exceptional organizational, administrative and analytical skills
- Ability to manage multiple priorities with competing deadlines while maintaining attention to detail and a high degree of accuracy
- Proven track record for providing superior customer service while demonstrating tact and diplomacy
- 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 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.

PDAC is a hybrid workplace and staff are required to attend the office a minimum of 4 days per month. Our office is located at 170 University Avenue, Suite 800, Toronto.

Applicants are requested to submit a cover letter and resume to 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.