



Job Opportunity

Current Opportunity:	Event Manager
Job Classification:	Full-Time
Department:	Event Co-ordination

About Metro Toronto Convention Centre

Widely recognized as top-of-class by meeting and event organizers around the world, the Metro Toronto Convention Centre (MTCC) has hosted over 22,000 events in our four-decade history. We are proud to support the local tourism industry as one of North America's leading convention centres, having added more than eight billion dollars in direct spending economic impact to our community. MTCC is a Crown Corporation of the Province of Ontario and is proudly governed and led by an executive management team and an independent board of directors comprised of senior private sector business leaders.

The Metro Toronto Convention Centre prides itself on its professionalism and dedication to making every event it hosts memorable for its customers and guests alike.

For a behind the scenes look at how our team helps our customers create successful events, visit our Instagram page:

[@lifeatmtcc](#)

Job Description

Reporting to the Assistant Director, Event Coordination, an opening has become available for an Event Manager within the Event Coordination department. The successful candidate is an experienced event planning professional who will manage and coordinate all aspects of assigned meetings and events, including planning, on-site execution and post event follow up. The successful candidate is a client focused, team-oriented event visionary, with a commitment to planning successful events.

Job Responsibilities

Coordination:

- Manage a portfolio of events, serving as the primary logistics contact to plan and execute all aspects of conventions, trade/public shows, and special events in collaboration with valued clients.
- Organize and attend pre-planning meetings and site inspections with clients to ensure thorough preparation prior to event dates.



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- Provide expert guidance to clients on the optimal and efficient use of facility space, including pre-function and common areas.
- Prepare comprehensive client and internal documentation outlining event specifications, including move-in/out schedules, room setups, internet needs, security planning, floorplan approvals, audiovisual requirements, cleaning services, and invoicing.
- Offer on-site support, supervision, and continuous communication with clients and internal departments to ensure successful event execution.
- Collect and reconcile all incidental charges, process final payments, and review post-event invoices.
- Manage event budgets, including forecasting and post-event reconciliation.
- Lead pre- and post-event meetings with clients, internal departments, and contractors to ensure seamless coordination.
- Accurately document and communicate all event details using event management software, ensuring all relevant parties are informed.
- Build and maintain strong relationships with clients and suppliers to deliver exceptional service and ensure satisfaction.
- Actively promote and upsell MTCC services and its official and exclusive suppliers.
- Coordinate with internal teams and external vendors to ensure alignment and timely delivery of event logistics.
- Ensure all necessary details are communicated effectively to internal departments for flawless event execution.

Leadership:

- Provide guidance and mentorship to Event Coordinators, overseeing their workflow and ensuring smooth operations.
- Assist in facilitating biweekly departmental meetings to maintain open communication and address operational needs.
- Resolve client issues as they arise, ensuring high levels of customer satisfaction.
- Implement and uphold organizational policies and procedures related to event operations.
- Promote and ensure compliance with health and safety regulations in alignment with provincial policies and guidelines.
- Support fellow Event and Meeting Managers with event preparation and execution as required.

Skills and Requirements

- Minimum 5-8 years progressive experience in event management at a convention facility, hotel or similar setting
- CMP, CEM or other industry designation preferred
- Demonstrated experience in managing a wide range of events, from corporate meetings to large-scale conventions and trade/public shows.
- Strong skills in building and maintaining relationships with clients, suppliers, and internal stakeholders.



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- Proven ability to manage event budgets, forecast costs, and financial reconciliation.
- Customer service excellence
- Excellent written and verbal communication skills to liaise with clients, suppliers, and internal teams professionally and in a concise manner.
- Advanced skills in Microsoft Office Suite (Teams, Word, Excel, PowerPoint); experience with event management software is a plus.
- Ability to work non-standard hours, including early mornings, weekends and evenings, based on event requirements.
- Proven ability to troubleshoot issues that may arise under time sensitive conditions
- Experience in managing all event specifications and accurately communicating them across different forms of communication
- Demonstrate the ability to work in a team environment, prioritize workloads, multi-task, attentive to details and meet deadlines

Interested applicants are asked to submit their application online via link below:

[Event Manager | Opportunities \(ultipro.ca\)](https://ultipro.ca)

Please note: The Metro Toronto Convention Centre is proud to provide employment accommodation during the recruitment process. During any stage of the recruitment process, applicants have the right to request accommodation.