



EVENT MANAGER

Company: TOIT Events Inc. (Vancouver, BC – CANADA)
Location: Vancouver, British Columbia
Job Title: Event Manager
Term: February 2012 – July 2012 (x1 position)
February 2012 – August 2012 (x1 position)
Role: Full-time seasonal contract position
Application deadline: 5:00pm PDT – Monday February 6, 2012

COMPANY PROFILE – TOIT Events Inc.

Founded in 2007, TOIT Events Inc. is an event management company committed to the development, planning and execution of world-class sport events. GranFondo Canada is a division of TOIT Events Inc.

<http://www.toitevents.com/>

JOB SUMMARY:

To play a lead role with the development, planning, and delivery of projects managed and hosted by TOIT Events Inc. More specifically, act as the event lead for the internal team and also for external stakeholders. This role will require vast experience in event planning and delivery. Proponents should be self-starters who are comfortable working independently when required but thrive in the team environment and have experience managing contractors, suppliers and volunteers. The successful applicant will be part of the core event team in Vancouver and be fully integrated into the planning and delivery of multiple events in 2012.

RESPONSIBILITIES:

Event Planning and Development (30%):

- Play an integral role in the planning and implementation of operational plans and timelines;
- Liaise with partners (host communities and key stakeholders) to ensure approval of operation plans (permits, communications, sanctioning, etc);
- Assist with course design as required;
- Assist with the development of Rules and Regulations for all participants;

Event Operations (35%):

- Manage a team of staff, contractors and volunteers to deliver a successful event, and exceed participant expectations;
- Aid stations design and implementation (maps, volunteers, supplies, etc)
- Operational Communications (operational communications on event days)
- Crew Support (Food & Beverage, Accommodations & Transportation for crew, volunteers, participants & partners

Event Logistics (15%):

- Work with team to integrate logistics for all aspects of event (course, aid, start, finish, expo, etc.),
- Supplies and inventory management for all aspects of event operations,

Other (20%):

- Liaise with other areas of the company & participate in team meetings
- The scope of responsibility and the related tasks for this role as presented within this document may, and likely will, change over time to complement the increase in the number and the scale of the events managed by TOIT Events Inc.

SKILLS / CORE COMPETENCIES:

Experience / Background:

- Skills and experience in the development and delivery of large events (min. 3-5 years' experience),
- Project leadership / management skills and experience,
- Clear understanding of operational requirements for events,
- Experience establishing and building working relationships with local/regional representatives,
- Self-motivation, confidence and creativity;
- Previous experience as an event contractor delivering large scale events;
- Previous experience working/participating in athletic events is beneficial;
- Demonstrated interest in sport management and/or events preferred;

General Skills:

- Excellent interpersonal & communication skills (written and verbal);
- Creative problem solving ability;
- A "can do / get it done" attitude;
- A true team player who helps build and nurture a team approach;
- Ability to operate under pressure, multi-task and meet tight deadlines;
- Self-motivation, confidence and creativity;
- Knowledge of cycling / running will be considered an asset

Tools provided to do this work are:

- Access to computer, shared printer, landline phone, office space;
- Staff (part-time, full-time, volunteers or contracted as required)
- Expenses to be reimbursed (as per the company policies)

HOW TO APPLY:

If you are interested in applying for this position, please send your resume and cover letter to

opportunities@toitevents.com and include the following in the subject line: "2012-EventMgr: name (last, first)".

Please note the following for filename(s) of all attachments you are sending with your application:

"LastName_First_EventMgr_Letter_YYYYMMDD.xxx" or "LastName_First_EventMgr_CV_YYYYMMDD.xxx". We will keep applications on file for other roles that may arise and while we thank all applicants for their interest, only those selected for interviews will be contacted.

TOIT Events Inc. - Human Resources Approach

TOIT Events Inc. is a private Canadian event management company that creates unique experiences for the sport and active living community. TOIT's culture is entrepreneurial, where employees are encouraged and empowered to perform yet at the same time all team members are asked and expected to roll-up their shirtsleeves and get their hands dirty when it comes to preparing for and delivering at event time. Our aim is premium destination tourism events that provide participants with a quality experience delivered using established best practices.