



## JOB ADVERTISEMENT – PROJECT MANAGER (MATERNITY LEAVE)

This is a Maternity Leave contract of 1 year with the possibility of extension. As a project manager you will report to the Director of Operations and will be involved in conference, exhibition and destination management services.

***A BIT ABOUT US:*** Venue West was founded in 1970 and has been an important part of the Canadian conference and events industry ever since. We are one of only 5 companies in Canada and 115 in the world who are certified by the International Association of Professional Congress Organisers to manage an international congress. We work with clients from around across Canada and from around the world to manage small to large conferences, associations and events. Since 2005, Venue West has been a family owned and operated business and is currently located in the heart of Yaletown, which is close to transit and everything else Yaletown has to offer.

At Venue West, we value and invest in our employees wellbeing and growth through:

- Full health benefits upon completing 3-month probation time
- Flexible time in lieu policies
- Internal support and promotion to further your career
- Bi-Monthly Innovation Meetings and shared learning
- Lunches, celebrations, industry events, and adventures as a team
- Animal therapy with our office dog, Gunnar

We also care about and invest in our local community and sustainability through:

- Being a member of 1% for the Planet, where 1% of all our revenue goes to social and environmental charities
- The use of 100% tree free paper
- Organized volunteer activities
- Support JUMP Math Charity
- Our office is powered by 100% sustainable energy through Bullfrog Power
- A dedicated effort to reduce the environmental impact of our conferences and events



***YOUR FUTURE TEAM:*** As a member of the Venue West team you will have the opportunity to work with people from all over the world including Poland, Italy, China, Singapore, Brazil and good old Canada! We are a dedicated group that cares deeply about the success of our clients and their events and will do what it takes to get the job done right. Whenever possible we enjoy celebrating personal and team achievements or getting outside for runs, hikes, sports and wine/beer tastings. On a bi-monthly basis, we also organize “innovation meetings” where team members will present and discuss new ideas over a company sponsored lunch.



*THE JOB IN A NUTSHELL:* This true multi-tasking position encompasses conference, exhibit and event management from beginning to end. You will have the opportunity to work with a variety of clients from around the world to successfully manage projects that are taking place across Canada, North America and internationally. We are looking for a team leader who can work with colleagues to produce truly outstanding projects.

*WHAT YOU WILL TELL PEOPLE ABOUT YOUR DAY JOB:* You'll be the lead on various projects so budgets, cost control, customer service, contract negotiation, client management, logistics and organization skills – all these will be important. Here's a sample of what you'll be doing:

- Consulting with clients in order to determine objectives and requirements for projects and working closely with clients and your colleagues to deliver successful projects
- Developing budgets and timelines for conferences, trade shows, or events and adhering to those dates and figures
- Promoting these projects by oversight and contribution to marketing efforts, including coordination of various promotional tools such as lure brochures, postcards, preliminary and final programs, website pages, social media
- Coordinating suppliers for events including (but not limited to) food and beverage, entertainment, signage, displays, audio-visual and printing

*A BIT ABOUT YOU:*

- 3 years' experience in the meetings management industry as a project manager (or equivalent), with exposure to international conference management
- Demonstrated negotiation skills
- Ability to work with and manage multiple deadlines and detail oriented
- Demonstrated ability to multi-task
- Experience with client and supplier management



### *IMPORTANT INFORMATION*

- General office hours are 8:30am to 5:00pm, with a 30 minute lunch break
- Long hours can be expected when leading up to an event and onsite
- Business Address: 301 – 1040 Hamilton Street, Vancouver, BC V6B 2R9
- Language of Work: English
- Wage Range: \$22.50 to \$26 per hour, plus health insurance after 3 months

*SOUNDS GREAT?:* If you think that you would be a good fit with our team and have the skills to get the job done, please email your resume and cover letter to Kat Duda at [kat.duda@venuewest.com](mailto:kat.duda@venuewest.com). We would enjoy learning more about you, so please tell us about yourself as well as your job history and qualifications.