



GLOBAL CENTRE FOR PLURALISM      CENTRE MONDIAL DU PLURALISME

**Position: Events Coordinator** (two-year term, renewable)

**Organization: Global Centre for Pluralism**

### **About the Centre**

Founded by His Highness the Aga Khan in partnership with the Government of Canada, the Global Centre for Pluralism is an independent, charitable organization inspired by Canada's experience as a diverse and inclusive country. The Centre was created to understand the dynamics of pluralism and to advance positive responses to the challenge of living peacefully and productively together in diverse societies.

The Centre's beautiful, one-of-a-kind facilities at 330 Sussex Drive were originally built in 1905 to serve as the Dominion Archives of Canada and later housed the Canadian War Museum. Beautifully appointed spaces of various sizes are available for executive meetings, seminars, panel discussions, workshops, receptions, banquets, remote meetings and more.

The Centre aims to create a positive work environment that fosters independence and creativity while promoting excellence, professionalism and teamwork. For more information about the Centre, please visit [www.pluralism.ca](http://www.pluralism.ca) / [www.pluralisme.ca](http://www.pluralisme.ca)

### **About the Position**

Based in Ottawa, Ontario, this is an exciting opportunity for a dynamic individual who has a passion for providing clients, both external and internal, with an exceptional end-to-end event experience. This business-oriented individual will have an opportunity to help shape the future direction of the rental program and to help position the Centre as a premier venue for local, national and international events.

Reporting to the Senior Manager, Business & Operations, Events Coordinator has overall responsibility for the management of Centre's signature space rental program, Spaces@330 Sussex. He/she will be responsible for:

- Working with both internal and external clients to lead event planning, design and execution including selection of preferred vendors and suppliers required for events.
- Creating and executing sales and marketing programs, bundled event packages designed to attract organizations to host their events at the Centre.
- Maintaining and streamlining event processes and templates.
- Responding to external rental inquiries and conducting client tours of event spaces, preparation of quotes and/or budgets based on event objectives and desired execution style.
- Pre-event planning including responsibility for obtaining quotes and booking of preferred vendors, creating floor plans, coordinating and scheduling of deliveries and creating and maintaining an operational logistical plan for the event execution.
- Ensuring event day logistics are effectively managed including responsibility for full set-up and tear down of events and managing on-site suppliers including working closely with clients to ensure any last minute changes or adjustments are made efficiently and effectively.
- Conducting post-event debrief sessions and ensuring lessons learned and best practices are incorporated into future events.
- Managing relationships with preferred vendors and suppliers.

- Managing cost and invoicing aspects of events including creating purchase orders, ensuring invoices are received and conducting final event cost analysis after events are completed.
- Acquiring and managing event supplies and equipment as needed.

### **Candidate Qualifications**

The ideal candidate will be a creative and resourceful individual with business orientation and excellent organizational, planning and communication skills. This individual thrives in a fast paced, multi-stakeholder environment and excels at managing competing priorities and tight deadlines. He/she is committed to the values of pluralism as defined by the Centre.

Specifically, this individual will possess:

- Post-secondary education in Event Management, Business, Commerce or Marketing from an accredited college or university required.
- 3+ years of demonstrated experience in event coordination and marketing in a complex, multi-stakeholder fast-paced environment with a track record of successful event execution.
- Ability to develop professional relationships in all aspects of the position that results in consistent, reliable and courteous communications.
- Ability to problem solve and work independently in a changing and multi-tasking environment with multiple deadlines.
- Good grasp of event budgeting and post event cost analysis.
- Proficient in the use of standard software commonly used in office environments and in support of event management and execution.
- Demonstrated ability for accuracy, thoroughness and attention to detail.
- Strong technical A/V knowledge is an asset.
- Fluency in English (speak, read, write) is essential, proficiency in French is desirable; abilities in other languages welcome.
- Must be available to work some evenings and weekends.

GCP is committed to equity in its mandate and its staff. Remuneration is based on qualifications and experience.

### **Closing date for applications: December 18, 2019**

Applications may be submitted via email to [careers@pluralism.ca](mailto:careers@pluralism.ca) or mailed to Careers (Business Services), 330 Sussex Drive, Ottawa, Ontario, K1N 0C7. Each applicant should include a letter of interest and a resume highlighting relevant experience.