



Foundry Conferences & Events is Alberta's award-winning, leading creator of effective and meaningful professional events. From intimate gatherings to large-scale, multi-day conferences and festivals, Foundry provides expertise throughout each step of the event process, including strategy and pre-production considerations, event execution and post-event review and evaluation. We pride ourselves on creating the best environments and one-of-a-kind opportunities to foster inspirational moments between innovative leaders, thinkers, artists, and event audiences.

The Foundry members are craftsmen of meaningful experiences. We seek an **event producer** to join our team and help bring experiences to life.

### **Event Producer**

#### **Event Planning and Production**

- Develop and manage detailed critical paths, logistics plans, and budgets for all events.
- Collaborate closely with senior management to develop event content; research and recruit appropriate entertainment as required.
- Negotiate and manage all vendor and supplier contracts to deliver logistics components (i.e. venue, A/V, transportation, ticketing platforms, catering, décor, exhibit design and construction, staff and security, etc). Work with vendors and suppliers to come up with creative solutions, with an eye to reducing event costs.
- Manage sponsorship agreements and ensure sponsor benefits are activated appropriately.
- With input from the team, develop and manage the vision, flow, and experiential elements of the event space, including crowd management, signage and print materials, and creative elements. Provide floorplan designs to team members to ensure appropriate set-up and room layouts for each event.
- Coordinate contract staff and event volunteers as required.
- Propose new ideas to improve the event planning and implementation process.
- Lead on-site production management for events; serve as stage manager as required.
- Close out all events, including creation and execution of attendee survey, analysis of survey response, final reports and financial reconciliation.
- Assist with identifying business opportunities to grow future events.

#### **Event Administration**

- Provide periodic progress reports to senior management for each event project.
- Conduct research; attend site visits; curate resources to help determine event possibilities. Examine previous event designs and results to improve program effectiveness; create efficiencies including evaluating internal tools and processes.
- Keep track of event finances including cheque requests, invoicing, and reporting.
- Manage Foundry Conferences & Events website and social media updates, case studies, and award applications completion.
- Manage online event registration platforms.
- Collaborate and support the team in the development of key messaging and copy writing for marketing materials i.e.: emails, e-blasts, teasers, flyers, planners, brochures, show guides, editorials and advertorials
- Conduct all proofing and editing of marketing communications materials and vehicles, including, but not limited to; emails, e-blasts, teasers, flyers, brochures, planners, show guides, editorials, advertorials, websites, Twitter, LinkedIn, Facebook, Instagram mobile apps.

#### **Essential Must-Have Skills:**

- An assertive communication style that breeds trust and collaboration, organizational ability & concern about time management
- Ability to confidently interact with and advise team members, client contacts, prospects, and suppliers.
- Effective negotiation skills, with sound working relationships in the event industry.



- Proven ability to conceptualize and create in imaginative, out-of-the-ordinary ways and offer unique ideas and solutions.
- A self-motivated individual who is a confident problem solver with the ability to work both as part of a team and independently.
- Ability to work outside of regular office hours, when required.
- Ability to travel for work.

#### **Assets**

- College diploma, university degree or equivalent education, with specialization in event management, project management, or related field.
- Minimum 7-10 years managing large-scale events. Previous experience managing conferences and festivals is a strong asset to the role.

#### **Key Competencies**

- Iron clad integrity and discrete with sensitive information.
- An open-minded and collaborative management style and thrives in a team environment.
- Ability to work under pressure and within a dynamic range of competing priorities; flexible and adaptable.
- Extremely well organized with an outstanding ability to multitask and meticulous attention to detail.
- Well-developed presentation skills.
- Strong leadership and management skills.
- 

#### **As a team member**

- Brings unique passions and interests to the team.
- Maintains a sense of humour under pressure.
- Strong work ethic coupled with belief in work-life balance

Please submit your resume, along with cover letter and references to [info@foundryevents.ca](mailto:info@foundryevents.ca). We appreciate your interest. Only those selected for an interview will be contacted.