JOB POSTING

26-Feb-2018

Events Specialist

Vector Institute for artificial intelligence

Employment Type	Full-time term contract, 6-months (March – September 2018)
Location	Toronto, ON

Working in collaboration with the Manager, Culture and Projects and the Manager, Communications and Engagement, the **Event Specialist** will provide leadership and support in the planning, coordination, execution and evaluation of the 2018 CIFAR Deep Learning and Reinforcement Learning Summer Schools (https://dlrlsummerschool.ca/). The Event Specialist will also work with internal and external stakeholders and serve as the primary point of contact for applicants and speakers.

GENERAL RESPONSIBILITIES

- Managing all project delivery elements related to event planning, design and production within specified budget and time limits;
- Liaising and communicating critical event details and logistics with sponsors, speakers and guests to identify their needs and to ensure a quality customer experience;
- Proactively handling emerging issues and troubleshooting problems on the event days;
- Handling event closeout activities including conducting post-event evaluations, coordinating processing of invoices and payments, and reporting on outcomes.

SPECIFIC RESPONSIBILITIES

1. Event organization
   - Coordinating the application evaluation process with the Selection Committee and managing communications with applicants and registrants;
   - Maintaining active delegate and speaker lists and scheduling poster sessions;
   - Planning and managing elements of extracurricular programming (e.g. job and data fair, sponsored lunches), including liaising with sponsors and other partner event hosts;
   - Maintaining event schedules and contact lists for extracurricular programming;

- Assisting with updating of web content (e.g. schedule, accommodation details) to ensure it is always current and accurate;
- Liaising with vendors and the Director of Finance to ensure timely receipt and processing of invoices in accordance with contracts.

2. Event production
- Liaising with the on-site venue coordinator to ensure proper logistical setup for main event, including seating layout, furniture, staging, power supply, A/V & recording, branding and directional signage, poster boards and registration;
- Preparing registration material and welcome packages;
- Organizing catering arrangements, menu planning and service staffing;
- Coordinating flow of on-site deliveries and multiple personnel (e.g. vendors, photographer, A/V and registration staff);
- Ensuring flow and timing of speaker presentations and being the on-site contact for the duration of the event, with support from personnel from within Vector and partner organizations.

3. Guest Services Management
- Coordinating logistics for speakers (e.g. travel, accommodation);
- Corresponding with all applicants and registrants regarding event details such as posters, visa letter requirements, special accommodations, child care, expense claims/financial support;
- Being the point person managing responses to incoming questions and information requests;
- Maintaining up-to-date and accurate delegate and guest lists to ensure appropriate levels of correspondence;
- Supporting processing of expense claims and financial disbursements, as appropriate.

PROFILE OF IDEAL CANDIDATE

- Post-secondary diploma required, preference for post-secondary degree, in a related field (preferably Marketing, Public or Community Relations, Event Planning), and two years of experience in special events planning, preferably in the not-for-profit sector;
- Excellent communication, organizational and creative thinking skills;

- Ability to work well independently on several projects concurrently and maintain calmness in high pressure environments;
- Customer service, problem-solving and interpersonal skills are required;
- Software proficiency in Microsoft Word, Excel, Power Point, and MailChimp is required; knowledge and experience with website content management (e.g. Wordpress) is preferred.
- Demonstrated flexibility and professionalism coupled with sound judgment; flexible, discreet and able to maintain confidential information, knowledge of appropriate protocol for various situations.

Success Measures

- Participants (speakers, guests, sponsors, stakeholders) are aware of and receive all necessary details and information pertaining to their attendance in a timely manner.
- Information communicated to participants is clear and error-free.
- The Deep Learning and Reinforcement Learning Summer Schools are delivered within budget with seamless execution of all planned events.
- Speakers, guests and stakeholders provide positive feedback after the event.

Interested?

Please submit a cover letter and resume to the attention of: Manal Siddiqui, Vector Institute at: manal@vectorinstitute.ai

We thank all applicants for considering this opportunity and will be in touch with those whose qualifications most closely match with the specific qualities being sought for this role.