

<b>Job Title</b>	Event Manager	<b>Organization</b>	Naut'sa mawt Resources Group
<b>Salary</b>	\$65,000 – \$70,000	<b>Department</b>	Naut'sa mawt Event Management
<b>Position Type</b>	Temporary Position, 1-Year Contract	<b>Supervisor</b>	Senior Event Manager

**Position Focus:**

Guided by values deeply informed by our Indigenous roots, Naut'sa mawt Event Management offers event management services that are inherently culturally safe and respectful, and prides ourselves on the continual and respectful integration of Indigenous cultural activities and ceremonies in the events we manage.

The Events Manager is responsible for managing these events from initial client introduction to onsite event implementation in an effective and timely manner in order to meet Naut'sa mawt Event Management standards of customer service.

**Accountability**

Reporting to the Director of Events, the Event Manager will be assigned virtual, in-person and hybrid events in collaboration with government, non-profit or corporate clients all around a diverse array of Indigenous-focused engagement/celebration. This role will require collaboration with a variety of internal team members, contractors, event attendees, speakers, contractors, and other stakeholders to ensure events are clearly outlined, communicated, executed, and documented.

**Responsibilities**

- Event Management responsibilities could include but is not limited to;
  - Acting as Lead point of contact for assigned events, ensuring all client deliverables are met and that critical deadlines are upheld.
  - Ensures that service quality standards and NRG values are maintained and consistently delivered in all areas of responsibility.
  - Strategically delegating tasks to fellow team members on events which require support from Event Coordinators or Event Assistants; In doing so, providing guidance, and ensuring deadlines are achieved and customer service standards are upheld.
  - Organizing all event logistics such as overseeing registration, communications, speaker management, tech support, décor, graphic design and providing general customer service and support.
  - Seeking quotations and hiring reliable subcontractors for events such as Hotels, Caterers, Cultural Performers, Elders, Technicians etc. identifying roles, responsibilities, objectives, and goals of each resource
  - Providing cultural guidance to clients on how to ensure event programming remains inclusive and respectful to Indigenous cultures.
  - Liaising with Naut'sa mawt Events Management Facilitation and Reporting division to book facilitators, minute-takers, and report writers for events, providing guidance on format and expectations
  - Adhering to event budget and maintaining accurate record of expenses and invoices as collected
  - Monitors areas of responsibility for opportunities for improvement and innovation and works proactively to implement these.
  - Maintains strict confidentiality and exercises sound judgment and discretion when dealing with sensitive issues.

- Onsite Event management responsibilities could include but are not limited to;
  - Supervising and assigning roles to event staff and subcontractors
  - Overseeing smooth delivery of event programming
  - Arranging rehearsals and overseeing audio/visual or virtual elements of event programming
  - Organizing efficient registration process or gift giving processes.
  - Greeting Elders or speakers, providing honoraria if applicable, and ensuring all others are aware of the event agenda and timing.
  - Effectively shifting priorities to achieve exceptional results, showing initiative to meet demands, and recommends solutions to address issues as they arise.
- Contributing to Naut'sa mawt Event Management's sales and marketing initiatives through:
  - Communicating and responding to routine requests or inquiries via telephone, email, or in-person;
  - Responding to Requests for Proposal (RFP's) for event management services for Naut'sa mawt Event Management as requested
  - Supporting sales and/ or marketing initiatives including drafting communications and promotional materials, template creation and other duties as requested
- Performance of professional administrative and clerical duties in accordance with Naut'sa mawt Event Management approved practices, policies, and service standards including:
  - Maintaining accurate update of electronic/hard copy filing system and company CRM
  - Opens, sorts, scans, copies, emails, and distributes incoming/outgoing correspondence/documents when applicable.
  - Accurate update of information into company CRM
  - Participation in staff meetings, one-one meetings, staff retreats, strategic planning sessions and other staff events as requested by Director, Event Management Department.
  - Participating in Indigenous cultural training and remaining up to date on Indigenous cultural practices, traditions, and best practices in event management, to enhance the representation and experience of Indigenous events.
  - Monitors areas of responsibility for opportunities for improvement and innovation and work proactively to implement these ideas
  - Carrying out other duties as assigned that are essential to the position as directed.

#### Education and Professional Experience

- Completed bachelor's degree and/or certificate or diploma in event management is required.
- Minimum 3-5 years experience organizing a variety of events.
- Proficient in Adobe Acrobat and Microsoft Suite programs including Teams, Word, Excel and PowerPoint
- Experience working on a variety of virtual event platforms such as Cvent, Zoom, Microsoft Teams etc. is considered an asset.
- Experience working with Indigenous communities considered an asset

#### Knowledge, Skills, and Abilities

- Working knowledge of various processes related to project and event management.
- Ability to work independently with limited direction and act on own initiative.
- Proactive and able to manage multiple functions and projects while meeting deadlines.
- Excellent leadership skills with the ability to provide clear, concise, and respectful direction to team members or contractors.
- Sound analytical thinking when working under pressure with excellent conflict resolution skills, managing difficult situations with positive results.
- Ability to provide, obtain or follow clear, concise, and accurate information orally and in writing (including spelling, grammar, context, and structure)
- Excellent interpersonal and communication skills, both written and spoken

#### Other

- Willingness to travel for events.
- May be required to work nights, weekends, and holidays on occasion
- Follow Naut'sa mawt Tribal Council policies and procedures
- Note: This is a remote position for those located within the Lower Mainland BC or Vancouver Island area. Ability to attend events in person within this area is required.