

BRANDLIVE

Event Operations Coordinator Vancouver, BC

BRANDLIVE creates and produces exceptional events designed to connect people with brands and ideas through authentic and unforgettable live experiences. Our people are our greatest asset and the key to our success. We provide a vibrant environment of creativity and passion for them to perform at their best and realize their potential.

We are looking for an Event Operations Coordinator with a minimum of 3 years experience in supporting large scale public and corporate events. Working to support our Event Producers, you are highly organized and creative - detail focused but able to see the bigger picture. You thrive in a high pressure, high performance environment and can manage spreadsheets like no one else! You are comfortable managing your own schedule and have a unique mix of right brain creativity and left-brain logic.

You have stellar client skills, are a clear communicator and understand the intricacies of managing multiple stakeholders in a project. You understand the importance of collaboration and connection within all of your projects.

We're a results-oriented team, so if you're ambitious and passionate about what you do, we'd love to hear from you.

Specific Responsibilities:

- Excellence in coordinating event logistics from initial planning through to execution, including preparation of event briefs, crew hiring and management, transportation logistics, production office management, shipping and logistics and support in preparing post event reports.
- Highest level of service in Speaker and Talent Coordination (including pre-event travel, ground transportation, rider fulfillment, onsite management)
- Superior client relations and management skills, including tracking of deliverables through detailed meeting minutes and agendas and monitoring critical path for deliverables
- Strong On-Site Event Coordination skills – Highly organized, able to manage competing priorities, foster excellent vendor relationships, and work late nights, always with a great attitude
- Effectiveness in supporting event team including creative designers, volunteers, onsite labour, food and beverage suppliers, and production vendors
- Strong ability to support partnership team in delivery of onsite sponsor activations
- Ability to take on independent projects with limited supervision
- Warehouse and inventory management and the ability to lift 50lb
- General support to Event Operations Manager and Event Producers as tasks are assigned

Qualifications and Requirements

- Minimum 3 Years experience in large scale event planning and execution
- Certificate in event planning, hospitality management or event production
- Advanced Skills in Microsoft Office, Working knowledge of Adobe Creative Suite
- Membership in relevant Professional Associations
- Strong attention to detail, and desire to take initiative

To apply:

Please send your resume, cover letter, and an example of an event industry trend you're excited about to:
hr@brandlivegroup.com