

# BRANDLIVE

## **Event Producer Vancouver, BC**

BRANDLIVE creates and produces exceptional events designed to connect people with brands + 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 growing, and looking for an experienced Event Producer with a minimum of 5 years experience in forward-thinking, creative event environments. Equipped with proven experience in budgeting, planning and execution of events of all sizes, you thrive in a high pressure, high performance environment. You are comfortable managing your own schedule, can attract and manage a cohesive event team and have a unique mix of right brain creativity and left-brain logic.

You have stellar client skills and feel just as comfortable at a boardroom table as you do building out a site in rain gear and a safety vest. You're 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 Duties/Responsibilities:**

- Experience managing events from initial planning phase to post-event evaluation
- Developing, managing and reconciling project related budgets
- Managing an event Operations and Production Team and ensuring deliverables are met
- Excellent client relations and management skills
- Talent sourcing and negotiating, including travel logistics, rider fulfillment and technical requirements
- Managing all aspects of stage production, including a good working knowledge of sound, lights, and staging
- Managing on-site logistics, including tenting, electrical, water and waste management
- On-Site Management – ability to multi-task and work late nights, always with a great attitude
- Effectiveness in building out event team including creative, volunteers, general labour and production team
- Understanding of event permitting, insurance and risk management
- Understanding of sponsorship relationships in context of event environments

### **Knowledge, Skills & Abilities:**

- Certificate in event planning or production
- Experience working abroad
- Board, committee, or stakeholder experience
- Experience working with government clients
- Fluency in second language

To apply:

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