

# BRANDLIVE

## Event Operations Manager

### About Brandlive

Brandlive is an event management and brand activation company with a specialty in large public gatherings like Canada Day at Canada Place, the Honda Celebration of Light and SKOOKUM Music Festival. We produce events and conferences designed to connect people with brands + ideas, through authentic and unforgettable experiences. We are a high-performing team of dynamic thinkers and doers who love what we do for a living.

### About the role

Brandlive is looking for an Event Operations Manager to join the team! You are highly organized and resourceful - detail-focused but able to see the bigger picture and comfortable overseeing a wide range of logistics. You are a clear communicator and understand the intricacies of managing multiple stakeholders in a project. You work to foster a positive team environment, supporting collaboration and connection within all of your projects. If you're ambitious and passionate about all things logistics, we'd love to hear from you!

### Responsibilities:

- Manage a wide range of event logistics from initial planning through to onsite execution including but not limited to FF&E, waste management, warehouse & inventory management, shipping & logistics, production kits & general event supplies, décor, furniture, ticketing, crew catering, crew guide, accommodations, transportation, hospitality, production office, vehicle rentals and parking
- Manage onsite staffing for events including developing staffing plans in collaboration with the project team and overseeing recruitment, contracting, orientation, and managing contractors onsite
- Forecast and identify any additional operations manager staffing requirements as well as recruitment, contracting, onboarding/training, and ongoing management for contract operations team member(s) ensuring effective execution of operations responsibilities
- Collaborate with Producer on the development of project task lists and critical path timelines
- Ensure effective and timely communication of event information within the project team
- Collaborate with Production Manager on load in & strike plans
- Work with the Producer to support the project's sustainability goals
- Support and contribute to a culture of safety both onsite and in the planning phase of projects
- Contribute to post-event debrief reports to identify project successes and areas for improvement
- Build upon existing Brandlive operations documents & processes, develop & implement changes to optimize systems & procedures, increase efficiency & standardize delivery of operations functions

### Skills & Experience

- Min. 5 years in large scale event planning or similar logistics planning role in a different industry
- Experience recruiting, hiring, contracting, training and managing resources
- Certificate in event planning, hospitality management or event production an asset
- Experienced and comfortable working with G Suite (Drive, Docs, Sheets, Gmail, Calendar, Forms etc.)
- Highly organized, able to manage competing priorities and maintain attention to detail
- Excellent communication skills, fostering strong relationships and effective conflict resolution
- Growth & entrepreneurial mindset and desire to take initiative
- Ability to lift 50lb

We know that people can achieve similar skills through different experiences so we encourage all interested candidates to apply.

The Brandlive team works from home as well as together in-office in Vancouver 1-2 days/week, and as needed during busier project periods. Candidates should be based in the Vancouver area and able to work onsite at events, including some evenings and weekends.

### Compensation

Salary, Extended Health Care Benefits, Monthly Phone Allowance, Flexible Work Environment

To apply please send your resume by email to [hr@brandlivegroup.com](mailto:hr@brandlivegroup.com) with "Event Operations" in the subject line. In your email please tell us why you think your skills and experience are a fit for this particular role.