

BRANDLIVE

Event Coordinator

About Brandlive

Brandlive is an event management and brand activation company specializing in large public gatherings like Canada Day at Canada Place and the Honda Celebration of Light. We produce conferences, meetings, and corporate events for clients like Electronic Arts, Port Metro Vancouver, and Kicking Horse Coffee. The events we produce are 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 Coordinator to join our team supporting our event Producers with the planning and execution of a variety of events. This role is a key support to the Producers on a wide range of coordination tasks across several projects. Events are planned concurrently and therefore the ideal candidate is highly organized and detail-oriented while also being able to see the bigger picture. You are comfortable managing your own schedule and you can manage spreadsheets like no one else! This role works both independently and collaboratively depending on the nature of the tasks so we are looking for someone who is comfortable generating their own work plans and also someone with strong communication skills. We're a results-driven team, so if you're ambitious and passionate about events and supporting across a wide range of event execution functions, we'd love to hear from you.

Responsibilities:

Project Planning

- Support producer with the coordination of event details from initial planning through to execution
- Work within established project budgets liaising with suppliers, including décor, furniture, ticketing, general event supplies to ensure seamless delivery
- Assist in the development and management of project task lists and critical path timelines, meeting agendas and minutes, as well as detailed event schedules, event scripts and related key event documents
- Ensure that timely and effective communication takes place between you, the Producer, other project team members, clients, sponsors and suppliers
- Maintain excellent records on the planning, organization, implementation and evaluation of assigned projects and events
- Reflect the company and/or event brand in all client and project communications, both in written presentations, client meetings and all communications
- Assist in determining event venue requirements including accommodation lists, meeting space, breakout rooms, catering, food and beverage services, and ancillary services specifically required by the project
- Independently produce portions of scope on larger projects such as Media Events, Event Registration, Evening Events, Volunteer Management, Sponsor Activations, VIP Events, Special Venues/Exhibitions etc.

Talent & Speaker Coordination

- Support Producers as needed in sourcing and contracting artists and speakers and assist in programming specific event timeslots as needed
- Assist in developing event plans and advances for talent and speakers, artist hospitality, VIP services as requested by Producers (including pre-event travel, ground transportation, rider fulfillment, onsite management)
- Ensure that the overall needs of entertainment (artists and speakers etc) are met and optimal conditions for successful performances created

Event Operations *(In collaboration with Event Operations Manager)*

- Coordinate onsite contractor staffing (drivers, runners, artist hospitality, production office staff), recruit and provide scope documents for all contractor staff, send crew guide and manage crew onsite.
- Coordinate use of items from Brandlive warehouse inventory maintaining a thorough inventory and proper return and restocking of all items

- Coordinate FF&E ordering, gathering requirements from relevant project team members and overseeing delivery, equipment management and strike onsite

Onsite Coordination

- Effective in leading or supporting event team onsite including volunteers, onsite labour, food and beverage suppliers, production vendors, and sponsorship team in the delivery of onsite sponsor activations
- Manage onsite allocation of meeting rooms, breakout rooms, artist hospitality areas and oversee contract staff and volunteers managing these areas
- When required, oversee onsite production office or manage production office manager, managing contract staff and ensuring the provision of information (site plans, production schedules) and supplies (radios, event plans) to all relevant project team members including planning, scheduling and ordering all crew catering onsite adhering to budgets and break times.
- When required, manage onsite project expenses including petty cash requests, per diems, and crew catering.
- Foster a team environment onsite and during the event, maintaining excellent vendor relationships and superior communication and problem-solving skills
- Contribute to event post-production report that identifies key project successes, areas needing improvement and suggestions for revising operational processes or systems to improve efficiency and cost-effectiveness

Skills & Experience

- Minimum 3 Years experience in the planning and execution of live events, hospitality, tourism or similar coordination/planning role in a different industry
- Advanced experience in G Suite, specifically Sheets
- Certificate in event planning, hospitality management or event production an asset
- Strong attention to detail, highly organized and effective in an onsite environment, able to manage competing priorities and desire to take initiative
- Excellent communication skills both written and verbal and proven ability to communicate clearly and effectively
- Ability to take on independent projects with limited supervision
- Ability to lift 50lb
- Must be fully vaccinated against COVID-19

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 with "Event Coordinator" in the subject line. In your email please tell us why you think your skills and experience are a fit for this particular role. Please also tell us about your favourite event role to date. What was your role, your contribution, and why was it memorable for you.