

BRANDLIVE

Event Producer

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

We are growing, and looking for an experienced Event Producer with a minimum of 5 years of experience in forward-thinking, creative event environments. Equipped with proven experience in budgeting, planning and execution of events of all sizes, 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 also 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!

Responsibilities

- Oversee development and execution of events from initial planning to post-event reconciliation
- Develop event budgets, including any earned revenue or sponsorship targets
- Manage, track and reconcile project budgets
- Process all event invoices and vendor payments using the Brandlive accounting software
- Create and manage project task lists and critical path timelines, as well as detailed event schedules, event scripts and related key event documents
- Collaborate with operations and production team members and ensure deliverables are met
- In collaboration with the Director of Creative & Strategy and the Event & Brand Designer lead the creative development of event elements, ensuring the execution of the creative vision in accordance with the event brief
- Direct project teams for all assigned events and provide overall quality control of event production by both internal and external resources
- In collaboration with Brandlive team, source talent, negotiating contracts including travel logistics, rider fulfillment and technical requirements
- Work with the Event & Brand Designer on the development and execution of the event's environmental design, decor and signage buildout
- Manage client relations and ensure effective and timely communication of event information within the project team and to the client, sponsors(s), talent, suppliers, venue(s), external agencies and other parties as necessary
- Enhance and define the company's brand by presenting events that are innovative, creative, professionally produced and are safe, amenable and enjoyable to clients, sponsors, performers, participants and the general public
- Identify, recommend and conduct contract negotiations with suitable venues that fit the proposed timing of the event
- Obtain all required venue and event permits including those required by municipal, provincial and federal regulatory agencies
- Work with the operations manager and site manager to identify needs for your event with regards to transportation, parking, permits, loading zones, street closures and related transportation
- Determine event requirements and source and contract catering for food and beverage services and ancillary services specifically required by the project such as performer related rider specification
- Determine event requirements for, source and contract hospitality and VIP services as needed and as determined by the specifics of each project.
- Create project contingency plans to deal with major threats to project success including inclement weather, power failure, talent no-show and other contingency plans specifically required for the event.
- Foster a team environment at the site and during the event in which empowerment, consultation

and communication are the norm.

- Complete an 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.
- Work with Client and Brandlive Director of Finance to reconcile all financial aspects of the project billing

Knowledge, Skills & Experience

- Min. 5 years experience as an event manager/producer in large scale event planning
- Experience managing project team members and contractors
- Excellent client relations and management skills
- Proven ability to successfully manage large project budgets
- 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
- Understanding of event permitting, insurance and risk management
- Understanding of sponsorship relationships in context of event environments
- Certificate in event planning, hospitality management, project management or event production an asset
- Experience working with government clients, board, committee, or stakeholder experience an asset
- Ability to lift 50lb
- 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 Producer" in the subject line. In your email please tell us about your favourite event and what you loved about it.