

# BRANDLIVE

## Event Operations Coordinator Vancouver, BC

BRANDLIVE is an award-winning event management and brand activation company with a specialty in large public gatherings like Canada Together (formerly Canada Day) at Canada Place, the Honda Celebration of Light, and the External Development Summit (XDS) for Electronic Arts. Since the company first opened its doors in 2008, we have proudly produced a portfolio of events and conferences that have inspired human connection through authentic and unforgettable experiences. Our people are our greatest asset and the key to our success. We provide a vibrant environment of creativity and passion for people to perform at their best and realize their potential. We are a high-performing team of dynamic thinkers and doers who genuinely love what we do for a living.

### About the role

BRANDLIVE is looking for an operations and logistics specialist to join our team in the role of Event Operations Coordinator on large-scale public and corporate events. Working with the Event Operations Manager to support our Event Producers, you are highly organized and resourceful - detail-focused but able to see the bigger picture. You are comfortable coordinating a wide range of operations and logistics and can manage spreadsheets like no one else! You are a clear communicator and understand the intricacies of managing multiple stakeholders within a project. We're committed to providing training to support the growth of a candidate within this role, so if you're ambitious and passionate about operations and interested in events, we'd love to hear from you!

### Responsibilities:

- With support & guidance from the Event Operations Manager to ensure effective execution of responsibilities in accordance with BRANDLIVE standards & processes, the Coordinator will oversee a wide range of event logistics on assigned projects from initial planning through to execution
- Event operations & logistics on assigned projects may include:
  - Assist in the development and management of project task lists and critical path timelines
  - In collaboration with the Event Operations Manager, define the scope and draft contract documents for all onsite event staff
  - Plan, schedule and order crew catering for events
  - Develop, implement, and oversee the event waste management plan
  - Liaise with event suppliers and oversee the ordering of event furniture, decor & equipment
  - Manage event vehicle rentals and onsite parking coordination
  - Oversee event volunteer program and volunteers onsite including scheduling and training
  - Contribute to the allocation of onsite production space, meeting rooms etc and liaise with venue staff on logistics including accommodation lists, catering, food and beverage services
  - Collaborate with Production and/or Site Managers on load-in & load-out plans
  - In collaboration with the Producer and Production Manager, coordinate all aspects of event safety planning in advance of the event
  - Contribute to and participate in Final Event Production Meeting and create and distribute a detailed Event Crew Guide to all project team members and suppliers
  - Coordinate all aspects of the onsite Production Office
- On all assigned projects the Coordinator will also be responsible to:
  - Ensure effective and timely communication of event information from the Coordinator to the project team, and to the client, sponsors, talent, suppliers, venue, and external agencies
  - Foster a positive team environment during pre-production as well as onsite at events
  - Work with the Producer to support the project's sustainability goals and ensure the sustainability mandate is communicated and adhered to by the onsite crew and vendors
- The Coordinator will oversee and maintain the BRANDLIVE Warehouse, maintaining the existing inventory management system to ensure the team can pull inventory as needed and support events including:
  - Preparing and maintaining standardized onsite production kits for small and large events
  - Managing all shipping & logistics leading up to, during and after BL events
- Onsite on assigned events the Coordinator will:
  - Manage onsite staff including Crew, Production Office Manager/Assistants, Production Runners & Drivers, Volunteer Managers etc.
  - Manage production runner schedule and crew task list in collaboration with the Producer

- and Production Manager
- Support a culture of safety onsite ensuring site safety is being maintained at all times by team, crew, and suppliers (ie. hi-vis vests, appropriate footwear etc)
- Manage onsite project expenses including petty cash requests, per diems, and crew catering
- In the project wrap phase the Coordinator will:
  - Reconcile supplier and contractor invoices against budget, ensuring that invoices are accurate and provided to the Producer for payment in a timely manner
  - Contribute to the development of an event post-production report that identifies key project successes, areas needing improvement and suggestions for revising operations to improve efficiency and cost-effectiveness.

### **Skills & Experience**

- Minimum 2 years experience in an operations or logistics planning role
- Experience in the production of sporting events, races, conferences, concerts, festivals, corporate events, theatre, or tourism & hospitality industry is an asset
- Experience contracting, training and supervising supporting team members
- Strong attention to detail, and desire to take initiative
- Highly organized, able to manage competing priorities and foster excellent relationships
- Excellent communication and effective conflict-resolution skills
- Ability to take on independent projects with limited supervision
- Proficient working with G Suite (Drive, Docs, Sheets, Gmail, Calendar, Forms etc.)
- Ability to lift 50lb
- Vaccinated against COVID-19

### **Work Environment**

BRANDLIVE has adopted a hybrid work model, working 2-3 days a week together in-office or at our warehouse in Vancouver (and as needed during busier project periods), while working the remaining days remotely from home. We are structured around a typical Monday - Friday, 9 AM to 5 PM workweek when we are in the planning phase of our events. As this role will also work onsite during our events there will be some work on weekends and longer workdays typical of event hours.

### **Start Date**

January 2023

### **Salary**

Starting at \$60,000/year depending on experience

### **Perks and Benefits**

In addition to a competitive salary and flexible work arrangements, we are pleased to offer extended healthcare benefits and a monthly phone allowance. We provide a paid two-week office closure each year for the winter holidays and host multiple team-building events throughout the year for our staff.

### **To Apply**

Please send your resume to [hr@brandlivegroup.com](mailto:hr@brandlivegroup.com) with "Event Operations Coordinator" in the subject line. In your email please tell us about a memorable experience in a previous operations role, what your role was, and what you learned from it.