

BRANDLIVE

We're Hiring!

Join the award-winning BrandLIVE team and take your career to the next level! As we prepare for an exciting future, we're expanding and seeking a Junior Event Producer to help us create unforgettable experiences.

At BrandLIVE, we focus on delivering events that drive innovation and create meaningful connections. Our team values collaboration and creativity, consistently working to achieve high standards in the live events industry. If you're looking for a role where your input is valued, and you can grow professionally while contributing to a team's success, BrandLIVE could be the right fit.

About You

You're a proactive problem solver who thrives under pressure, always two steps ahead in planning and execution. Your organizational skills are unmatched, and you're a team player who collaborates effortlessly with both clients and colleagues. Ambitious and passionate about live events, you possess a sharp eye for detail and are excited to expand your skills in a role offering plenty of opportunities for growth and support.

Responsibilities:

- Tactical delivery of the full event lifecycle, from planning to post-event reconciliation.
- Develop and manage event budgets, including regular reporting + budget reconciliation.
- Create and manage project task lists, critical path timelines and event schedules.
- Lead and collaborate with the project team to ensure deliverables are met + in line with the client's expectations.
- In collaboration with the Director of Creative & Strategy and the Event & Brand Designer, lead the creative development + execution of all event elements, e.g. signage, environmental design etc.
- Manage client relations and ensure timely communication of event information to the project team, clients, sponsors, talent, suppliers, venues, and other relevant parties.
- Identify, recommend and conduct contract negotiations with event venues.
- Obtain all required venue and event permits, including those required by municipal, provincial and federal regulatory agencies.
- Source and oversee all event F&B needs.
- Source and oversee all event Decor and Furniture needs.

- Create project contingency plans to deal with major threats to project success, including inclement weather, power failure, talent no-shows, and other contingency plans specifically required for the event.
- Compile a post-event report that highlights key successes, areas for improvement, and recommendations for future enhancements.

Knowledge, Skills & Abilities:

- Min. 3 years experience as an event manager/producer
- Experience managing project team members and contractors
- Excellent client relations and management skills
- Proven ability to successfully manage project budgets
- Experienced and comfortable working with G Suite (Drive, Docs, Sheets, Gmail, Calendar, Forms etc.)
- Highly organized with the ability to prioritize tasks.
- Excellent communication skills.
- Understanding event permitting, insurance and risk management is an asset.
- Understanding sponsorship relationships in the context of event environments is an asset.
- Experience working with government clients, boards, committees, or stakeholders experience is an asset.

Work Environment

We believe in balancing flexibility with collaboration. You'll spend 2-3 days in our Vancouver office working closely with the team, with the flexibility to work remotely for the rest of the week. During peak project periods, we come together for more in-office work as and when needed.

Salary & Benefits

We offer a competitive salary (\$65,000 - \$75,000) based on experience. In addition, we offer a monthly phone and extended health allowance. You will receive banked time off on top of two weeks of vacation, as well as a two-week paid office closure over the Christmas holidays.

To Apply

Please send your resume to hr@brandlivegroup.com with "Junior Producer" in the subject line. In your email, share your favourite event you've worked on, your role in it, and why it was memorable.