



GLOBAL CENTRE FOR PLURALISM  
CENTRE MONDIAL DU PLURALISME

**Position: Events Coordinator** (one-year term with possibility of renewal)

**Organization: Global Centre for Pluralism**

### **About the Centre**

Founded by His Highness the Aga Khan in partnership with the Government of Canada, the Global Centre for Pluralism is an independent, charitable organization inspired by Canada's experience as a diverse and inclusive country. The Centre was created to understand the dynamics of pluralism and to advance positive responses to the challenge of living peacefully and productively together in diverse societies.

The Centre's beautiful, one-of-a-kind facilities at 330 Sussex Drive were originally built in 1905 to serve as the Dominion Archives of Canada and later housed the Canadian War Museum. Beautifully appointed spaces of various sizes are available for executive meetings, seminars, panel discussions, workshops, receptions, banquets, remote meetings and more.

The Centre aims to create a positive work environment that fosters independence and creativity while promoting excellence, professionalism and teamwork. For more information about the Centre, please visit [www.pluralism.ca](http://www.pluralism.ca) / [www.pluralisme.ca](http://www.pluralisme.ca)

### **About the Position**

The Events Coordinator is a new position reporting to the Centre's Business Services Senior Manager, who has overall responsibility for the management of the facility including revenue generation programs such as the Centre's signature space rental program, Spaces@330 Sussex.

Based in Ottawa, Ontario, this is an exciting opportunity for a dynamic individual who has a passion for providing clients with an exceptional event experience. This business-oriented individual will have an opportunity to help shape the future direction of the rental program and to help position the Centre as a premier venue for local, national and international events. He/she will be responsible for:

- Working with both internal and external clients to assist with event planning and coordination, event design and flow, providing guidance on event look and feel and the selection of preferred vendors and suppliers required for event execution.
- Assisting with creating marketing programs, initiatives and bundled event packages designed to attract organizations to host their most important events at the Centre.
- Maintaining and streamlining event processes as well as supporting marketing initiatives.
- Responding to external rental inquiries and conducting client tours of event spaces, preparation of quotes (external) and/or budgets (internal) based on event objectives and desired execution style.
- Pre-event planning including responsibility for obtaining quotes and booking of preferred vendors, creating floor plans, coordinating and scheduling of suppliers and deliveries and creating and maintaining an operational logistical plan for the event execution.
- Ensuring event day logistics are effectively managed including responsibility for full set-up and tear down of events and managing on-site suppliers including working closely with clients to ensure any last minute changes or adjustments are made efficiently and effectively.
- Conducting post-event debrief sessions with clients and ensuring lessons learned and best practices are incorporated into future events.
- Working closely with preferred vendors and suppliers and maintaining positive working relationships with these organizations.

- Managing cost and invoicing aspects of event execution including creating purchase orders, ensuring invoices are received and conducting final event cost analysis.
- Acquiring and managing event supplies and equipment including costs, as well as reordering supplies when necessary.

### **Candidate Qualifications**

The ideal candidate will be a creative and resourceful individual with business orientation and excellent organizational, planning, and communication skills. This individual thrives in a fast paced, multi-stakeholder environment and excels at managing competing priorities and tight deadlines. He/she is committed to the values of pluralism as defined by the Centre.

Specifically, this individual will possess:

- Post-secondary education in Event Management, Business, Commerce or Marketing from an accredited college or university required.
- 2+ years of demonstrated experience in event coordination/event marketing in a complex, multi-stakeholder fast-paced environment with a track record of successful event execution.
- Demonstrable experience in supporting and working with external organizational relationships such as vendors and suppliers.
- Ability to develop professional relationships in all aspects of the position that result in consistent, reliable and courteous communications.
- Ability to problem solve and work independently in a changing and multi-tasking environment with numerous deadlines.
- Exceptional organizational, planning, written and verbal communications skills.
- Good grasp of event budgeting and post event cost analysis.
- More than proficient in the use of standard software commonly used in office environments and in support of event management and execution.
- Demonstrated ability for accuracy, thoroughness and attention to detail.
- Strong technical A/V knowledge is an asset.
- Fluency in English (speak, read, write) is essential, proficiency in French is desirable; abilities in other languages welcome.
- Must be available to work some evenings and weekends.

GCP is committed to equity in its mandate and its staff.

**Closing date for applications:** February 18, 2018

Applications may be submitted via email to [careers@pluralism.ca](mailto:careers@pluralism.ca) or mailed to Careers (Business Services), 330 Sussex Drive, Ottawa, Ontario, K1N 0C7. Each applicant should include a letter of interest and a resume highlighting relevant experience. Applicants are encouraged to also include a description of an event the applicant has successfully planned and executed (no more than 500 words).

*We thank all applicants for their interest in employment opportunities with the Global Centre for Pluralism; however only those selected for interviews will be contacted.*

February 2, 2018