



Position Title	Senior Events Experience Manager
Status	Full Time, Permanent
Reports to	Vice President of Operations
Location	225 Select Ave., Toronto

Job Summary

As canfitpro's Senior Event Experience Manager, your primary role is to lead the events team in the successful execution of canfitpro's numerous conferences and events. This role will focus on event logistics, leading the events team and collaborating with other canfitpro departments to execute the annual events plan, manage events budgets, lead and guide successful event operations.

Duties and Responsibilities

- Drive the Event Experience team in serving current and prospective members through canfitpro Conference & Events
- Develop, train and manage a team of associates that focus on curriculum build, logistics, registration, exhibit and sponsorship management and volunteers
- Develop, maintain & update operational budgets throughout the year, and meet annual budgetary goals for each canfitpro event
- Oversees the creation and implementation of event logistics timelines and critical paths. Use established timelines & critical paths to strategically delegate tasks to other members of the Event Experience team to help balance workloads
- Manage event suppliers & venue relationships, including sourcing, contracting, and negotiating all suppliers
- Overseeing the building of all event curriculum in collaboration with Subject Matter Experts
- Collaborate with Exhibitor & Sponsorship Team to define all sponsor & exhibitor logistical requirements and ensure all requirements are met
- Liaise with Marketing & Communication Teams on all event items related to branding & messaging requirements at all canfitpro events
- Manage schedule of on-site support at events by assigning roles, communicating and lead on-site execution
- Manage the event evaluation process and prepare post-event analysis that can be distributed to staff and other stakeholders in order to review and improve future events
- Seek out, provide guidance and implement new strategies and techniques for improving the quality of canfitpro events, and the attendee experience.
- Drive innovation in event marketing & operations, as well as event planning processes & cycles

Qualifications

Education

- Minimum of post-secondary education or equivalent experience in Event Management
- CEM designation or working towards designation is an asset



Knowledge, Skills and Abilities

- Customer focused and able to work in a collaborative team environment
- Strong people skills and ability to deliver on objectives with a service minded approach
- Must be able to work in fast pace, changing environment
- Must be able to manage multiple tasks simultaneously
- Capable of producing a high volume of quality work, within tight timelines
- High problem-solving and critical thinking skills
- Must have effective communications skills both verbal and written
- Presentation skills, time management, follow up without supervision
- Must be detailed oriented
- Ability to manage vendor and 3rd party relationships
- Computer competence including Word, PPT, Excel, database systems

Experience

- 5 + years of experience in event management and logistics and
- 2 + years in Event Leadership or Managing an Event Team
- 2 + years Managing Projects including budgets
- Experience and interest in the fitness industry is an asset

Working Conditions

- This position is based out of canfitpro Home Office at 225 Select Ave. Toronto
- Mainly weekdays, occasional evenings and weekends
- Occasionally work off-site and travel may be required

canfitpro is an equal opportunity employer. Upon request, we will make accommodations available during the recruitment process to applicants with disabilities.